



National Finance Center  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

February 2021

# Non-Automated Processing (NONAUTO)



PUBLICATION CATEGORY  
Manual Pay Processing

PROCEDURE MANUAL  
Non-Automated Processing





## Table of Contents

<b>Latest Update Information .....</b>	<b>1</b>
<b>Overview .....</b>	<b>3</b>
<b>Manually Paid Employees .....</b>	<b>7</b>
Dual Appointments.....	7
Processing of Benefits for Dual Appointments .....	8
Child Care and Alimony .....	9
Commercial Garnishments .....	10
<b>Student Loan Repayment Program .....</b>	<b>12</b>
<b>Advances in Pay .....</b>	<b>14</b>
Employees Assigned to Foreign Posts .....	14
Newly Appointed Employees.....	15
<b>Hardship Cases.....</b>	<b>17</b>
<b>Miscellaneous Adjustments.....</b>	<b>19</b>
Retirement Adjustments .....	20
Employees Transferred to International Organizations .....	21
Mandatory FICA Coverage.....	21
Collection of Taxes.....	22
Agency Responsibilities .....	22
NFC Responsibilities .....	23
Thrift Savings Plan (TSP).....	24
Automatic Enrollment.....	25
Uniformed Services Employment and Reemployment Rights Act (USERRA) .....	27
Employee Data Record (EDR) Request.....	28
TSP Loan Updates (Federal Loans) .....	29
Health Benefits.....	29
Life Insurance Premiums .....	29
Membership Dues.....	30
Within-Range Increases (WRI).....	30
FEDVIP and FSAFEDS Deductions and Refunds.....	30
Returned and Erroneous Health Savings Account Deductions .....	31
Transportation Fringe and Bicycle Subsidy Benefits.....	33



Restoration Cases .....	35
<b>Employee Indebtedness .....</b>	<b>37</b>
Treasury Offset Program .....	39
Verification of Information.....	39
Salary Overpayments .....	39
Health Benefits/LWOP Indebtedness .....	40
Repayment Methods.....	41
Indebtedness to Other Agencies .....	41
Repayment of Advanced Leave.....	42
<b>Office of Workers' Compensation Programs (OWCP) Cases.....</b>	<b>43</b>
Transferring Health Benefits Enrollment .....	43
Leave Buy Back (LBB) .....	44
LBB Process .....	44
<b>Deposits for Military Service Credit .....</b>	<b>49</b>
<b>Civilian Service Credit for Periods of Reemployment .....</b>	<b>53</b>
<b>Lump Sum Payments .....</b>	<b>55</b>
Repayment of Lump Sum Leave .....	56
<b>Compensatory Time Payments for Fair Labor Standards Act (FLSA) Nonexempt Employees.....</b>	<b>57</b>
<b>Awards.....</b>	<b>59</b>
<b>Death Gratuity Payment .....</b>	<b>61</b>
<b>Interest on Back Pay.....</b>	<b>63</b>
<b>Pre-Death Life Insurance Benefits.....</b>	<b>65</b>
Assignment to a Viatical Settlement Firm (VSF).....	65
Processing Instructions (VSF).....	66
Death in Service Prior to Retirement .....	66
Retirement.....	66
Living Benefits .....	67
Processing Instructions.....	68
Death in Service Prior to Separation.....	70
Retirement Adjustment for Pre-Death Life Insurance Benefits .....	70
<b>Inquiries .....</b>	<b>71</b>



TMGT Table 063, Department/Agency/Bureau Contact .....	73
Submission of Forms Through SPPS Web .....	73
<b>Exhibits</b> .....	<b>75</b>
Form AD-343, Payroll Action Request (Exhibit 1) .....	76
Form AD-747, Child Care or Alimony Deductions (Exhibit 2) .....	77
Form AD-582, Authorization of Restored Leave Under P.L. 93-181 or P.L. 94-172 (Exhibit 3) .....	78
<b>Index</b> .....	<b>79</b>





## Latest Update Information

The following changes have been made to the Non-Automated Processing procedure:

Section	Description of Change
<b>TMGT Table 063, Department/Agency/Bureau Contact</b>	Updated procedure to state that Departments without Table Management System (TMGT) update authority must submit updates via <b>ServiceNow</b> <b><a href="https://nfcerp.servicenowservices.com/">https://nfcerp.servicenowservices.com/</a></b> .
<i>Submission of Forms Through SPPS Web</i>	Updated the procedure to include information (see "Submission of Forms Through SPPS Web" on page 73) on the new Attachment Tab in the Web-based Special Payments Processing System (SPPS Web).







## Overview

This topic has been updated with new information regarding payments to liquidate indebtedness.

Employees receiving active salaries who cannot be paid in the automated Payroll/Personnel System (PPS) are paid through a manual pay process. Manually paid employees include the following categories:

- Dual Appointments
- Child Care and Alimony
- Commercial Garnishments
- Overseas Employees
- Employees assigned to one Agency and paid by another
- Bankruptcy
- Delinquent Educational Loans
- Internal Revenue Service Tax Levies

Certain salary adjustments and other payments are also processed manually. These adjustments/payments include but are not limited to:

- Employee Indebtedness
- Student Loan Repayment Program
- Advances in Pay
- Cash Awards
- Hardship Cases
- Recertifications
- Special Lump Sum Payments
- Compensatory Time Payments for Fair Labor Standards Act (FLSA) Nonexempt Employees
- Restoration Cases
- Office of Workers' Compensation Program (OWCP) Cases
- Miscellaneous Adjustments (e.g., health benefits, life insurance premiums, or membership dues)



- Deposits for Military Service Credit
- Civilian Service Credit Deposits for Periods of Reemployment
- Salary adjustments beyond 26 pay periods
- Thrift Savings Plan (TSP) Financial Hardship In-Service Withdrawal Refunds
- Death Gratuity Payments

In some cases, a personnel action must be processed through the Web-based Entry, Processing, Inquiry, and Correction System (EPIC Web), Front-End Systems Interface (FESI), or EmpowHR before the adjustments/payments are processed through the Special Payroll Processing System (SPPS).

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Note: Once records have passed to history, the Web-based Special Payroll Processing System (SPPS Web) is used and not the SPPS Mainframe system.

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If a **Form AD-343, Payroll Action Request (Exhibit 1)** (on page 76), is submitted, applicable support documentation must be attached to the AD-343 when it is submitted. Support documents include items such as Time and Attendance (T&A) Reports, repayment plans, or a copy of the last personnel action. These supporting documents are required for long resolution payments (e.g., Within-Range-Increase (WRI) or Retirement Code Changes). The AD-343 is not processed if the required attachments are not submitted or if the authorizing official's signature is missing.

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Note: The authorizing official's name must appear in the Table Management System (TMGT), Table 063, Department/Agency/Bureau Contact. For more information see the TMGT procedure.

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If the adjustment, other than for a miscellaneous deduction (e.g., retirement, TSP, health benefits, and life insurance premiums), is within 26 pay periods, a corrected T&A or retroactive payroll/personnel document must be processed through one of the automated systems (e.g., EPIC Web, EmpowHR, or FESI). For information on processing miscellaneous deductions, see Miscellaneous Adjustments.

When the National Finance Center (NFC) completes the SPPS Web adjustment, Agencies can print the document from SPPS Web. The remarks section, located on the first page of the SPPS Web Adjustment, provides a summary of the action for all corrections. The Agency can provide a copy of the computation page in lieu of the AD-334, Statement of Earnings and Leave (E&L), to the employee, if requested. All information from the SPPS Web adjustment is updated in the Payroll/Personnel Inquiry System (PINQ) or Information/Research Inquiry System (IRIS) after Payroll Computation System (PAYE) runs for the processing pay period.

Allow approximately 7 business days from the submission of the information in SPPS Web for the adjustment to be processed. Some adjustments may take longer to process due to their complexity. If the adjustment is not completed in the specified time, refer to the SPPS Web "Note" section for comments or contact the NFC Contact Center (NCC) for a status.



If an employee transfers with a Government debt, the gaining Agency is notified by the losing Agency of the debt and is required by law to continue recovery of the debt. If an employee transfers to another Department or Agency that is payrolled by NFC, with an established Administrative Billing and Collections System (ABCO) bill, deductions continue automatically. See Repayment Methods under Employee Indebtedness.

Payments to liquidate indebtedness can be made in the form of checks, money orders, or cashier's checks with an attached AD-343. The payment must show the employee's Social Security number (SSN) and indicate what the payment is for.

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Note: If an employee transfers to another Department or Agency that is not payrolled by NFC, payment is made through the employee's new Department or Agency. If an employee transfers to another Department or Agency payrolled by NFC, deductions will continue automatically.

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Inquiries can be submitted through SPPS Web or an AD-343. After the AD-343 is submitted but before it is processed, the Agency can correct or cancel the document by calling NCC. SPPS Web can also be used for status updates.

If the AD-343 or the SPPS Web request has been processed, another AD-343 or SPPS Web request must be submitted to correct or cancel the adjustment.





## Manually Paid Employees

To designate a manually paid employee, the Agency must submit a Standard Form (SF) 50-B, Notification of Personnel Action, with Special Employee Code 35 in Block 75 and enter all other payroll documents and personnel actions in EPIC Web, EmpowHR, or the Agency FESI. The Agency also provides mailing instructions. To make any adjustments or changes (e.g., Federal Employee Health Benefits (FEHB), Federal Employees' Group Life Insurance (FEGLI), or TSP) or to terminate a manual pay status, the Agency must submit an AD-343 or SPPS Web adjustment along with any other documentation.

All adjustments to a manually paid employee's leave records must be processed through the Time Inquiry-Leave Update System (TINQ). For more information, see the TINQ procedure.

This section includes the following topics:

Dual Appointments .....	7
Processing of Benefits for Dual Appointments .....	8
Child Care and Alimony .....	9
Commercial Garnishments .....	10

## Dual Appointments

Employees with dual appointments (pay from more than one position), within the same Agency, must be paid manually for one of the appointments. To process a manual payment for these employees, the Agency must enter an SPPS Web request for processing with "**PRIORITY**" as the first word of the request. The request should indicate that the employee is to be paid manually, list the transaction codes (TC) and hours to be paid, and list the deductions that is to be withheld from the payment.

The following are basic provisions for the employees with dual appointments:

- There is no restriction on the number of appointments an individual may hold at any one time, only upon the number of hours for which they may be paid.
- An individual is not entitled to receive basic pay for more than 40 hours a week (unless under an authorized alternative work schedule (AWS) for which the limitation would be 80 hours in a pay period.
- An individual may not be paid from two sources for the same hours.
- An employee on leave without pay (LWOP) may also accept and be paid for another Federal position.
- An individual holding dual appointments is entitled to receive premium pay for work in excess of 40 hours in a week (80 hours in a pay period if under an authorized AWS).



**Exceptions to the Stated Provisions are:**

- It does not apply to pay from a position for services rendered under emergency conditions, relating to health, safety, protection of life or property, or national emergency.
- It does not apply to pay received from more than one expert or consultant position if the pay is not for the same hours of the same day.
- It does not apply to pay consisting of fees paid on a non-time basis.
- United States Code 39 USC 1001, Appointment and Status, permits an individual to be paid concurrently as an employee of the Postal Service (other than as a member of the Board of Governors of the Postal Rate Commission) and as an employee of any other Federal Agency without regard to 5 USC 5533, Dual Pay from More Than One Position; Limitation; Exceptions.
- It does not apply to part-time or intermittent employment in positions for which special salary rates have been established under 5 USC 5305, Special Pay Authority. It does not apply to part-time or intermittent employment as a foreign language instructor, translator, or interpreter, or any other position which requires the knowledge and use of one or more foreign languages.
- It does not apply to part-time or intermittent employment as a counselor in connection with the summer youth opportunity program in the Washington, D.C., area.

Agencies may grant additional exceptions when necessary employment needs could not otherwise be readily met.

## **Processing of Benefits for Dual Appointments**

### **Leave**

Leave is accrued separately in each Agency/Department and may be used only in the Agency/Department where it was earned. Modifications to the employee's leave records are accomplished in TINQ.

### **Retirement**

If an employee holds more than one position and any one of those positions is covered by the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS), the combined base salary from all positions would be subject to withholdings for retirement. Retirement deductions are withheld for each appointment. The employee receives service credit for all calendar time spent under one or more covered appointments but will not receive additional credit for simultaneous appointments.



## Life Insurance

An employee who holds more than one position and is eligible for life insurance coverage under any one appointment must elect coverage under all or none of the appointments. If the employee elects coverage, their annual salary for insurance purposes will be the combined base salary from all appointments. The Agency that pays the higher of the salaries should contact the other personnel office, confirm the salaries paid, and assume responsibility for withholding all of the required premiums from the salary which they pay. The Agency that pays the highest salary must also provide the Government contribution for the basic insurance based on the total amount of basic coverage the employee has from all covered positions.

## Health Benefits

Health benefits coverage is processed in the same manner as life insurance coverage. The employee must elect coverage under all or none of the covered appointments. If an employee, whose enrollment is being continued because the employee is on LWOP, temporarily accepts another position, the first personnel office should transfer the enrollment to the second personnel office. If the employee is still carried in LWOP status when the second position is terminated, the enrollment should be transferred to the first personnel office.

## Decennial Census Employees With Dual Appointments

Certain Federal employees who accept a second appointment to perform intermittent decennial census duties receive an exemption from continuity of coverage requirements for Federal retirement, health insurance, and life insurance benefits. Employees retain retirement and insurance benefits under their primary Federal jobs. Deductions are not withheld from the Bureau of the Census and the U.S. Department of Commerce earnings.

## Child Care and Alimony

An employee's T&A must be processed manually if the employee requests to deduct a percentage of the gross wages or if the employee has more than five child care records. (All other child care and alimony deductions can be processed in EPIC Web, EmpowHR, or FESI.) To begin the deductions, submit a **Form AD-747, Child Care or Alimony Deductions (Exhibit 2)** (on page 77), and the court order authorizing the deductions.

If the child care and alimony deductions are voluntary, submit an AD-343 with a statement from the employee authorizing the deductions. The deductions will continue until another AD-343 is submitted with a statement to discontinue the deductions. Indicate in Block 13 the pay period the employee requests the deductions to begin and the amount requested to be deducted each pay period. The request must include an address where the check is to be sent, or the bank routing number, and the applicable account number for the payments being made through electronic funds transfer. The case number, if one has been assigned, should also be included.



The employee is paid manually, whether the deductions are voluntary or involuntary. The Agency can stop the deductions. To stop either voluntary or involuntary deductions, the Agency should contact ABCO and send the authorization to the following address:

ABCO Billings Unit  
National Finance Center, USDA  
P O Box 61765  
New Orleans, Louisiana 70161

## Commercial Garnishments

NFC is authorized to process commercial garnishments in accordance with the Hatch Act Reform Amendments of 1993, Public Law (PL) 103-94. Before collection of the commercial garnishment begins, Agencies must first have the garnishment orders reviewed by their legal staff or other authorized official to verify that the orders conform to current regulations.

After the review is completed, the Agency personnel office must send the employee a letter of notification with the garnishment attached. The notification letter must be mailed within 15 days after the receipt of the order. It must state:

- The total amount owed
- The pay period in which the garnishment begins
- The amount garnished each pay period

After the orders are reviewed, the Agency must submit the AD-343 marked **Commercial Garnishment** with the garnishment order attached for processing. The AD-343 must state the pay period the garnishment is to begin and the dollar amount or percentage of the garnishment. Use Fax number **1-888-212-6343** or mail to:

ABCO Billings Unit  
National Finance Center, USDA  
P.O. Box 61765  
New Orleans, Louisiana 70161  
ATTN: COMMERCIAL GARNISHMENT

The pay period the garnishment begins is the pay period selected by the Agency as long as the garnishment is received by NFC 1 week prior to the end of the effective pay period. Garnishment received after that time will be effective the following pay period.

Commercial garnishments may be no more than 25 percent of the total disposable earnings for any pay period, unless it is for a State or local tax levy. There is no limit on these garnishment orders. If the employee is also being garnished for child support and/or alimony payments, the total disposable earnings are calculated prior to the child care and alimony garnishment. If a





garnishment for child care and alimony is equal to or greater than 25 percent of the employee's total disposable earnings, no commercial garnishment is deducted. The garnishment order is returned to the Agency if this occurs.

In the cases of multiple commercial garnishments, if the first-received commercial garnishment is greater than or equal to 25 percent of the disposable earnings, only that commercial garnishment is processed until the full amount of the debt is recovered. The second-received commercial garnishment is returned to the Agency. After the first-received commercial garnishment is recovered, the second-received commercial garnishment should be processed. Personnel offices are responsible for monitoring the balance of the garnishment in the IRIS Program IR114, Receipt Accounts.

If the first-received commercial garnishment is less than 25 percent of the disposable earnings, the first-received commercial garnishment should be recovered in one pay period. The second-received commercial garnishment begins the same pay period (not to exceed 25 percent less the first-received commercial garnishment).

### **Processing Commercial Garnishment for Separating Employees**

An employee separating from Federal service must be paid manually if the employee is due pay as defined in 5 Code of Federal Regulations (CFR), Subpart A, 582.102, Definitions, (e.g., backpay award, lump sum payment (LSP), severance payment, or buyout payment) and has a commercial garnishment in effect.

To ensure that the commercial garnishment is withheld from the employee's final payment(s), follow the instructions below:

- Do not electronically transmit the T&A. If the T&A has been transmitted, immediately notify the Payroll/Personnel Operations Section to delete the T&A from the system.
- Submit a request in SPPS Web with detailed instructions as soon as it is known that the employee is separating.
- Fax or email all documentation to Payroll/Personnel Operations Section.



## Student Loan Repayment Program

This topic has been updated to state that the Federal tax for student loan repayment program is computed at the current rate of the gross amount.

The Student Loan Repayment program provides Agencies the authority to repay student loans of Federal employees as an incentive to recruit and retain highly qualified personnel.

Departments/Agencies are responsible for developing and implementing their policy/plan for determining eligibility and monitoring the Student Loan Repayment program (questions regarding eligibility should be referred to the Office of Personnel Management (OPM)). This includes monitoring the \$10,000 calendar year maximum benefit and the \$60,000 maximum career benefit.

The student loan repayment will be issued to the lending institution through electronic transfer (EFT); therefore, the employee is responsible for obtaining the lending institution's EFT routing number and an appropriate loan account number, so the student loan repayment is applied correctly. It is suggested that Agencies confirm the following information with the lending institution and/or the employee before submitting the data to NFC for payment:

- Outstanding student loan balance
- Lending institution account number and the employee's student loan account number
- Lending institution's EFT routing number

To process a student loan repayment, the Agency can process this payment in SPPS Web.

If the employee is separated, the Agency should submit a request through SPPS Web for NFC to process and include the necessary information listed below:

- Lump sum amount for the student loan repayment
- Accounting data to be charged
- Lending institution account number and the employee's student loan account number
- Name of the lending institution for the student loan
- Lending institution's EFT routing number

Each lump sum transaction will be edited in NFC's SPPS Web to limit the amount of that individual transaction to the \$10,000 calendar year maximum benefit imposed by OPM regulations. NFC's SPPS Web tracks multiple transactions for the same person to limit the total amount of payments to the \$10,000 maximum calendar year benefit and the \$60,000 maximum career benefit imposed by OPM regulations.



Even though NFC's SPPS Web will edit the \$10,000 calendar year maximum benefit and the \$60,000 maximum career benefit, the Agency authorizing the benefit is still responsible for ensuring that the student loan repayment regulations are adhered to. This includes monitoring and tracking the \$10,000 and \$60,000 maximum benefits, as well as ensuring that the student loan repayments do not exceed the outstanding student loan balance.

Agencies must also monitor the calendar year and career maximum benefits for employees who transfer into PPS and have already had student loan repayments. PPS does not capture student loan repayments that were made by the prior Agency not serviced by NFC.

To assist Agencies with monitoring and tracking the student loan repayments, NFC will provide Agencies, upon request, with all payment data pertaining to student loan repayments processed through NFC's SPPS Web. Inquiries on student loan repayments can be submitted through SPPS Web.

The student loan repayment will be disbursed as a lump sum payment. The lump sum payment is considered supplemental wages; therefore, the appropriate taxes are withheld from the lump sum payment. The flat-rate method will be used to calculate the amount of tax withholding. Federal tax is computed at the current rate of the gross amount, State and Local taxes are computed at 2 percent; and Medicare and Social Security at their current rate.

The following budget object classification codes (BOCC) will be used for the student loan repayment:

- BOCC 1298, Student Loan Repayment, Gross Amount
- BOCC 8191, Student Loan Repayment, Net Amount

The TC 56, Prefix 00, Student Loan Pmt-Benefit will display in the Statement of Earnings and Leave (EARN) System and on the employee's Form AD-334, E&L, in the pay period the student loan repayment is processed.

The lump sum amount of the student loan repayment (supplemental wages) is included in the following boxes on the employee's Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement:

- Box 1, Wages, Tips, Other Compensation
- Box 3, Social Security Wages
- Box 5, Medicare Wages and Tips

The supplemental wages will also be included in the State, City, and county wage boxes, as applicable, and the taxes withheld will be reported in the applicable boxes on the W-2.

The PINQ program, PQ32, Payroll Listing, may be used to verify the student loan repayment.



## Advances in Pay

Agencies may authorize advances in pay to assist employees in paying expenses that are normally incurred as a result of relocating to a new geographic area and/or starting a new job. The situations are described below.

For more information see:

<b>Employees Assigned to Foreign Posts .....</b>	<b>14</b>
<b>Newly Appointed Employees.....</b>	<b>15</b>

## Employees Assigned to Foreign Posts

An Agency head may provide for an advance payment when an evacuation is ordered and the employee is prevented from performing the duties of the position. The employee must have held the position immediately before issuance of the evacuation order. The advance payment of pay, allowance, and/or differentials must cover a period of not more than 30 days. The advance payment of pay, allowances, and/or differentials is at rates currently authorized with respect to the employee on the date the advance payment is made. The authorized rates may not exceed the rates to which the employee was entitled immediately before issuance of the departure order.

The Foreign Service Act of 1980 provides that up to 3 months pay may be paid in advance to an employee upon assignment of the employee to a post in a foreign area. The request for the advancement may be initiated upon receipt of the travel orders but not more than 45 days prior to or not more than 60 days after arrival at the overseas assignment.

Repayment of this advance is to be made by payroll deductions. The full advance will be repaid in not more than 18 pay periods; however, employees may elect a repayment schedule of less than 18 pay periods.

Maximum advance of pay for which an employee is eligible is calculated on the basis of the employee's biweekly base salary minus mandatory deductions, provided the repayment schedule can be met.

The Agency can process the advance payment in SPPS Web.

After the advance of pay is processed in SPPS Web, PPS automatically sets up an ABCO bill to collect the advance over 18 pay periods.



## Newly Appointed Employees

The head of an Agency may provide for the advance payment of basic pay, in one or more installments covering not more than 2 pay periods, to an employee who is newly appointed to a position in the Agency.

The maximum amount of pay that may be advanced to an employee is based on the rate of biweekly basic pay to which the employee is entitled on the date of their appointment with the Agency, reduced by the amount of any allotments or deductions that would normally be deducted from the employee's first regular salary payment.

An advance payment may be made to an employee no earlier than the date of appointment with the Agency and not later than 60 days after the date of appointment.

The Agency establishes a recovery period for each employee to repay an advance payment. The recovery period cannot be longer than 14 pay periods beginning on the date the advance payment is made to the employee. If a longer period for recovery is necessary to avoid exceeding the limitation on deductions, recovery may be accomplished under salary offset procedures. Upon written request, an employee may elect a recovery period of less than 14 pay periods.

Before making an advance payment, the Agency must provide the employee with a statement indicating that they may prepay all or part of the balance of the advance payment at any time before the money is due, including instructions as to where and how such prepayments may be made.

To process an advance payment, the Agency can process this payment in SPPS Web.

The Agency must use **Miscellaneous Payments** format and select **Foreign/New Hire Advance non-taxable**, from the drop-down menu. The system will automatically set up a bill for collection in ABCO for 18 pay periods. The Agency should contact ABCO for any adjustments to the collection period.





## Hardship Cases

A hardship case is defined as a new employee who would face a financial hardship if the employee had to wait the usual 2-week interval before receiving the first salary payment. The first salary payment for any new employee may be expedited when the Agency believes that the employee's financial situation justifies the special handling. The Agency may request payment for any number of days the employee works in the initial pay period, provided an approved T&A is submitted for the time worked. However, a payment cannot be made in advance of the time the pay was earned. See *Advances in Pay* (on page 14).

Hardship cases are processed manually because the payment is for a pay period ahead of the one being processed in PPS. A split T&A is required when the payment is for a partial pay period.

To process a hardship case, the Agency must submit a request through SPPS Web.







## Miscellaneous Adjustments

This topic has been updated to include new topics on FEDVIP and FSAFEDS Deductions and Refunds, Returned and Erroneous Health Saving Account Deductions, Transportation Fringe and Bicycle Subsidy Benefits, and Restoration Cases.

There are some cases when adjustments to an employee's salary must be manual. Manual adjustments can occur for the following:

- Retirement
- TSP
- Health Insurance Benefits
- Life Insurance Premiums
- Membership Dues
- WRI
- Restorations
- Federal Employees Dental and Vision Insurance Plan (FEDVIP) and Flexible Spending Account (FSA) Feds
- Health Savings Account Deductions
- Transportation Fringe and Bicycle Subsidy Benefits

This section includes the following topics:

<b>Retirement Adjustments .....</b>	<b>20</b>
<b>Employees Transferred to International Organizations .....</b>	<b>21</b>
<b>Thrift Savings Plan (TSP).....</b>	<b>24</b>
<b>TSP Loan Updates (Federal Loans) .....</b>	<b>29</b>
<b>Health Benefits .....</b>	<b>29</b>
<b>Life Insurance Premiums.....</b>	<b>29</b>
<b>Membership Dues .....</b>	<b>30</b>
<b>Within-Range Increases (WRI) .....</b>	<b>30</b>
<b>FEDVIP and FSAFEDS Deductions and Refunds .....</b>	<b>30</b>
<b>Returned and Erroneous Health Savings Account Deductions .....</b>	<b>31</b>
<b>Transportation Fringe and Bicycle Subsidy Benefits .....</b>	<b>33</b>
<b>Restoration Cases .....</b>	<b>35</b>



## Retirement Adjustments

SPPS Web is used to process adjustments to an employee's record. A correction is necessary if:

- The employee was automatically converted to FERS, but should have been coded CSRS Offset, and a retroactive transfer to FERS may or may not have been applied for and approved.
- The reverse of the above and the employee was not given an opportunity to transfer to FERS.
- An employee is rehired and is incorrectly coded CSRS or CSRS Offset instead of FERS.
- The reverse of the above occurred when the employee was rehired or transferred in and a retroactive transfer to FERS may or may not have been requested and approved.
- An employee with CSRS or CSRS Offset retirement coverage rehired after a break in service of more than 3 days, was not afforded the opportunity to transfer to FERS, and a retroactive transfer to FERS is approved.

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Note: Retirement coverage codes (RCC) and TSP contributions corrections are nearly always linked together. Before processing corrections to RCCs, carefully review the employee's TSP account. In most instances involving RCC corrections, adjustments to the employee's TSP account will be required, including possible payment of TSP lost earnings.

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When an RCC is corrected in EPIC Web, EmpowHR, or FESI, PPS will revalidate the database records for the past 26 pay periods. If the period of correction extends prior to the 26 pay period range, a request for a manual adjustment must be submitted in SPPS Web with the following:

- Detailed explanation of the RCC change
- Inclusive period of the adjustment
- Employee's TSP record

If the RCC is a Federal Erroneous Retirement Coverage Corrections Act (FERCCA) case, the following hard copy documents must be submitted to NFC, Attention: FERCCA Group:

- AD-343, identifying it as a FERCCA case, stating the RCC change; the inclusive dates of adjustment, if TSP is to be adjusted; and the Agency accounting code
- Copies of the corrected SF 50s
- Copy of the employee's FERCCA election form
- Copy of the SF 2806 or SF 3100, Individual Retirement Record (prior to conversion to NFC), if applicable
- Copy of salary data (prior to conversion to NFC), if available



## Employees Transferred to International Organizations

In cases involving employees who transferred to international organizations (IO), payments and contributions to the retirement and group life insurance funds are based on the rate of pay the employee would have received if they had not transferred to an IO. Therefore, the Agency must establish when a transferred employee would have received a WRI or general pay increase. The Agency must also take into account any promotions made during the period of the transfer.

Any FERS employee who is presently employed under a transfer to an IO abroad and who has not been given the right to elect continuation of FERS coverage must be given the opportunity to elect FERS. As of January 1995, in cases where a CSRS Offset employee continued CSRS coverage, the employee must revert to CSRS Offset coverage. FERS employees who elect coverage will be responsible for retirement contributions retroactive to the transfer to IO. CSRS employees reverting to CSRS Offset must have their payroll records adjusted to reflect CSRS Offset contributions.

Due to the above conditions, the Federal Insurance Contribution Act (FICA) tax is mandatory for all CSRS Offset and FERS employees on a section 3582 transfer to an IO. Whether or not the employee elects retirement coverage, the employee is no longer exempt from FICA tax during IO service. Since FICA is mandatory, employees who were eligible to retroactively continue FERS or CSRS Offset coverage (regardless of the election decision) are subject to FICA tax retroactive to January 1, 1995.

For more information see:

<b>Mandatory FICA Coverage .....</b>	<b>21</b>
<b>Collection of Taxes .....</b>	<b>22</b>
<b>Agency Responsibilities .....</b>	<b>22</b>
<b>NFC Responsibilities .....</b>	<b>23</b>

### ***Mandatory FICA Coverage***

FERS and CSRS Offset employees involved in a transfer to an IO are required to continue their FICA coverage (including Old-Age Survivors and Disability Insurance (OASDI) tax and Medicare tax) if:

- The employee was employed at a Federal Agency and subject to FICA immediately prior to transfer.
- The employee has reemployment rights.

FICA coverage applies regardless of where the service with an IO is actually performed. While employed by an IO, an employee's FICA tax, retirement, and life insurance contributions are based on the amount of pay the employee would have received had they not transferred to an international organization.



## ***Collection of Taxes***

Individuals covered by Social Security taxes (FERS or CSRS Offset) prior to the transfer to an IO must pay Social Security taxes to their former employing Agency as if they had remained employed at the Federal Agency.

NFC serves as the office for computing, accounting for, and depositing in the respective trust funds all employee payments required to protect the benefits of a transferred employee, and for accounting for and depositing in the respective trust funds all Agency contributions.

There are three classifications of IO employees:

1. IO
2. Presidential/Political Appointees
3. IPA (Inter-Governmental Personnel Act detail-State Government or university)

## ***Agency Responsibilities***

### **Provides NFC the Information as Follows:**

- Introduction/Congratulatory letter to the employee (this includes how long the employee will be on assignment)
- Benefits letter FEHB, FEGLI, and the required election form for retirement (based on the retirement plan)
  - Agency is responsible for informing IO employees of open seasons.
  - If employee does not elect the benefits, FERS employee must pay the mandatory FICA taxes (Social Security and Medicare).
  - The form must be completed before the employee goes on assignment.
  - Employee will be billed using Federal salary, not IO salary.

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Note: The Human Resources (HR) office and/or the Benefits Office will need to counsel employees who transfer to an IO about their benefits, monies, taxes, etc., before they leave.

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- Annual Leave Lump Sum, Compensatory Time, and other type of payments due to the employee before entering an IO assignment
- Extension letter, if any
- Nature of Action-352 PZM (impacts retirement records)



- Pay adjustments (WRI must be done at the beginning of the year since the salary increases impact billing the employee in a timely manner.)
- Appropriation codes (current and all future fiscal years)
- Current folder for IO employees
  - The address especially must be kept current which will impact billings and Wage and Tax Statements (W-2).
  - Agency must handle cancelation of IO employees' benefits when payments are not received by the end of the year.
- Personnel specialist contact information
- Official documentation letter, needed at the end of the employee's international assignment
  - Agency must notify NFC regarding the return to duty, resignation, or retirement. Email may be used as a substitute for the notification. Personnel action is needed to terminate the employee. In addition, pay any payments due to the employee that were not done before the employee left on the assignment.

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Note: Agencies are to remind their IO employees that: checks received in December will not allow for the "timeliness" for end-of-year benefits processing and accurate W-2 reporting.

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### ***NFC Responsibilities***

- Emails/faxes/mailed bills to the Agency's personnel specialist who will then forward to the employee
- Provides Agency with the ABCO mailing address for IO benefits payments:

USDA/OCFO/NFC/GESD/GDISB/ABCO  
Attention: IO Benefits Payment  
P. O. Box 61765  
New Orleans, Louisiana 70161

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Note: Collection technicians will send email to Benefits Section notifying of the check and the amount received from IO employee.

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For inquiries regarding IOs, please contact the Benefits Processing Section via email at [NFCIO@usda.gov](mailto:NFCIO@usda.gov).



## Thrift Savings Plan (TSP)

Employees in Federal positions covered by FERS or CSRS, are able to participate in the Thrift Savings Plan (TSP).

For more information see:

<b>Automatic Enrollment .....</b>	<b>25</b>
<b>Uniformed Services Employment and Reemployment Rights Act (USERRA) .....</b>	<b>27</b>
<b>Employee Data Record (EDR) Request.....</b>	<b>28</b>



## **Automatic Enrollment**

Employees who are appointed or reappointed to a Federal position are subject to the automatic enrollment provision of 5 USC, PL 111-31, Bills and Statutes, 2009, as supported by the TSP Bulletin 10-7. This applies to all newly hired employees who are covered by FERS or CSRS. Unless the employee selects their own contribution amount, 3 percent of their basic pay will be contributed to the G-Fund per pay period.

### **Example**

Employee was placed in 3 percent automatic enrollment due to an Agency error, and they wished to contribute a fixed amount or a percentage not equal to three percent. The Agency should make the necessary changes to the employee's record in the NFC's PPS to reflect the correct amount or percentage.

- If the employee's desired amount was less than 3 percent and the employee would like a refund of the excess amount, the Agency's NFC representative should forward a request to the NFC TSP Liaison Group at: *NFCTSP@usda.gov* or fax a copy of the request to **303-274-3913**, requesting that due to Agency error, an employee refund is due. Please supply the amount of the error and the pay period(s) in which the error(s) occurred. Do not send these requests through SPPS Web.
- If the employee's desired amount was more than 3 percent and the employee would like to make up the difference of the 3 percent and the desired amount, then the Agency's NFC representative should forward a request to the NFC TSP Liaison Group at: *NFCTSP@usda.gov* or fax a copy of the request to **303-274-3913**.

### **Agency Responsibilities**

- Determines how many pay periods that the employee missed TSP employee contributions.
- Determines the dollar amount or the percentage that the employee wanted to contribute for the missed pay periods.
- Ensures that the employee's TSP contributions have started in the system prior to sending the request to NFC.
- Provides NFC request information as follows:
  - Employee name
  - Pay period
  - Total amount of TSP employee contributions
  - Contact information

The NFC TSP Liaison will contact the Agency for the SSN.







## ***Uniformed Services Employment and Reemployment Rights Act (USERRA)***

Under USERRA, the employee has the right to be reemployed in their civilian job if they leave their job to perform active duty service in the military. The employee has the right to make up any TSP employee contributions that were missed while serving in a military active duty status.

### **Example**

The employee returned from active duty military status to their civilian job; and the employee would like to make up the missed TSP employee contributions.

### **Agency Responsibilities**

- Provides the TSP bulletin from the TSP Web site to the employee via *www.tsp.gov* and accesses the TSP Bulletin for Agency TSP Representatives, Revision of the TSP Fact Sheet, and TSP Benefits That Apply to Members of the Military Who Return to Federal Civilian Service.
- Submits Form TSP-41, Notification to TSP of Nonpay Status, for all military personnel upon their return to civilian duty. Form TSP-41 can be downloaded from the TSP Web site at *www.tsp.gov* and submitted to the fax number listed on the front of the form.

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Note: NFC does not process the TSP-41 document; therefore, it is imperative that the information goes to the correct location as indicated on the form.

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### **Provides NFC the following information:**

Request submitted to NFC TSP Liaison Group, by faxing to **303-274-3913** or emailing to *NFCTSP@usda.gov*. The request should include the employee's name, the time period that the person was on military leave, the base pay for the period of time the employee was on leave, and the contact information for the Agency representative. An NFC TSP Liaison Representative will contact the Agency for the SSN. The request should also indicate if the employee is interested in re-paying the missed TSP employee contributions.

- If the employee has a military account, a request should indicate:
  - Yes - The person has a military account.
  - No - The person does not have a military account.

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Note: The Agency is responsible for ensuring that the military employee contributions were not deducted from incentive, special, or bonus pay.

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- If the Military LWOP information was entered into the NFC mainframe, enter:
  - Yes - No action required.



- No - The applicable personnel actions need to be processed to document the pay period the employee was deployed and returned from military leave.
- If the employee wants funds to go to the "G" Fund, submit a request indicating:
  - Yes
  - No

An NFC TSP liaison will retrieve the employee's TSP military year-to-date (YTD) totals and TSP transaction history. The information will be used to calculate the amount of the Agency 1 percent contributions for FERS employees and the missed TSP employee contributions for both FERS and CSRS if the employee wishes to make retroactive contributions. This information will be sent to the Agency for the employee to review and determine if they wish to make up the missed TSP employee contributions.

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Note: FERS employees will receive Agency matching funds only if the contributions were made to their military account or an election to make retroactive payments is executed. Once the retroactive election is executed, Agency matching funds will be deposited along with the collection schedule.

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### ***Employee Data Record (EDR) Request***

At the request of the Agency or the Payroll Operations Branch, any records that did not update at TSP after the effective pay date will be manually included with the current Miscellaneous Journal Voucher. Most EDR requests are initiated due to an address change, TSP-service computation date (SCD) correction, or employment code and date (separation information) correction.

#### **Example**

An employee separated, and TSP is currently reporting the employee in an active employment status.

#### **Agency Responsibilities**

Submits a request to [NFCTSP@usda.gov](mailto:NFCTSP@usda.gov). The request should include the employee's name, the effective date of the separation, and the contact information for the Agency representative. The NFC TSP Liaison Representative will contact the Agency for the SSN. The data records will be manually submitted to TSP for updating.



## TSP Loan Updates (Federal Loans)

When a TSP loan is disbursed, TSP will notify the payroll office immediately to begin deducting loan payments from the employee's salary each pay period. However, if the loan deductions are not initiated, the Agency should follow the instructions below to start or stop a loan deduction.

### Example

An employee transferred from another Federal Agency and has indicated that their loan deduction is not being deducted from their pay.

### Agency Responsibilities

- Retrieves the loan information from the employee.
- Forwards the information to NFC's TSP Liaison Group, by faxing to **504-426-9769** (landline) or **303-274-3913** (PC Fax) or by emailing to [NFCTSP@usda.gov](mailto:NFCTSP@usda.gov).
- If the employee missed any loan payments, directs the employee to go to [www.tsp.gov](http://www.tsp.gov) to obtain a manual loan payment coupon and sends any missed payments directly to TSP, using the address listed on the face of the loan coupon.
- Reviews IRIS Program IR120, Thrift Savings Loans, the Thursday before PAYE runs to verify that the loan has been updated and automatic payments have been established for the next payroll.

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Note: It is the employee's responsibility to check their E&L to be sure the loan payments have started and the correct amount is deducted each pay period.

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## Health Benefits

If an adjustment is needed for health benefits premiums (i.e., the health benefits premium rates must be adjusted), make the necessary corrections in EPIC Web, EmpowHR, or Agency FESI. Any adjustments that must be made should be submitted through SPPS Web. For more information, see EPIC Web, EmpowHR, or Agency FESI and SPPS Web procedures.

## Life Insurance Premiums

If an adjustment is needed for life insurance premiums (e.g., the employee changes from one plan to another or a part-time employee erroneously paid full-time employee rates), process a personnel action in EPIC Web, EmpowHR, or Agency FESI. Any adjustments that must be made should be submitted through SPPS Web. For more information, see the EPIC Web, EmpowHR, or Agency FESI and SPPS Web procedures.



## Membership Dues

If membership dues are collected from an employee who had previously canceled their membership, make the necessary corrections in EPIC Web, EmpowHR, or Agency FESI. Any adjustments that must be made should be submitted through SPPS Web. For more information, see EPIC Web, EmpowHR, or Agency FESI and SPPS Web procedures.

## Within-Range Increases (WRI)

If an employee is entitled to a retroactive WRI, process a personnel action in EPIC Web, EmpowHR, or Agency FESI. If the database is not updated 2 pay periods after the personnel action is processed, the adjustment should be submitted through SPPS Web. For more information, see EPIC Web, EmpowHR, or Agency FESI and SPPS Web procedures.

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Note: Do not enter information in SPPS Web until the employee's master record is changed.

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## FEDVIP and FSAFEDS Deductions and Refunds

### FEDVIP

FEDVIP is a benefit plan sponsored by OPM. FEDVIP is available to eligible Federal and postal employees, retirees, and their eligible family members on an enrollee pay-all basis. Premiums for enrolled employees are withheld from salary on a pre-tax basis. Eligible individuals can enroll in a dental plan and/or a vision plan. They may enroll in a plan for **Self Only**, **Self Plus-One**, or **Self and Family** coverage. Employees must be eligible for the Federal Employees Health Benefits (FEHB) program in order to be eligible to enroll in FEDVIP; although, actual enrollment in FEHB is not required.

The employee makes a FEDVIP election through BENEFEDS, an enrollment and premium processing system sponsored by OPM for processing FEDVIP, Federal Long Term Care Insurance Program (FLTCIP), and FSAFEDS premiums and billing. Computer records are submitted to NFC to deduct the biweekly deductions, which are disbursed after PAYE. The plan codes are **JF**, **JG**, and **JH**.

### FSAFEDS

FSAFEDS, also known as Flexfund, is also a benefit plan sponsored by OPM. It is a benefit that allows the employee to set aside money, on a pre-tax basis. The two types of Federal FSA accounts are as follows:

- Health Care Flexible Spending Account (HCFSA) for health care expenses
- Dependent Care Flexible Spending Account (DCFSA) for dependent care expenses



The employee makes an election with the administrator of FSAs. The vendor submits computer records to NFC to deduct the biweekly allotments. The employee pays the eligible expenses out-of-pocket, and is reimbursed by the vendor. The plan codes are **FD** and **FH**.

### **Billing for Missed Premiums**

When a deduction for these benefits is missed, the program administrator will send an electronic file to NFC to facilitate an adjustment for the affected employee. The Agency should not submit requests in SPPS Web for collections of FEDVIP or FSAFEDS premium.

### **Refunds**

The vendor liaison between the carriers and NFC is responsible for transmitting to NFC a record of all participants eligible for a FEDVIP or FSAFEDS refund, and the corresponding funds to be refunded by Payroll Operations. The Agency should not submit requests in SPPS Web for refunds of FEDVIP or FSAFEDS premiums.

### **Inquiries**

If participating employees have issues or questions about FEDVIP or FSAFEDS deductions, they should contact the appropriate customer service by telephone or via email as follows:

- FEDVIP Customer Service **1-877-888-3337** or *www.benefeds.com*
- FSAFEDS Customer Service **1-877-372-3337** or *www.fsafeds.com*

If any additional information is needed, an authorized personnel official from the employee's human resource office can contact NCC at **1-855-632-4468**.

## **Returned and Erroneous Health Savings Account Deductions**

As of 2007, employees in a High Deductible Health Plan (HDHP) became eligible to establish a Health Savings Account (HSA) and make pre-tax allotments. Contribution limits are set by IRS regulations.

### **Types of HSAs**

- HSAs through a qualified HSA trustee (e.g., bank, insurance company, or IRS-approved administrator)
- Premium Pass Through Health Reimbursement Arrangements, wherein the health plan deposits funds in an account

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Note: Issues with "premium pass through" HSAs must be handled by the employee and the carrier.

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- Flexible Spending Arrangements through the Federal Flexible Benefits Plan (FEDFLEX)

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Note: Issues with FLEXFUND accounts must be handled by the employee and the FLEXFUND administrator.

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## **IRIS**

HSA allotments are identified on IRIS 110 with an H on the Type of Bank Account field. This identifies the allotment funds as tax-deferred from deductions of the Federal and State taxes, OASDI, and Medicare (HITS) taxes.

### **HSA Deductions Issues**

Issues that may arise from HSA deductions include the following:

- The employee was ineligible to participate in the program.
- The total deductions exceeded IRS limits.
- The employee elected a deduction amount that exceeded available funds. In these cases other salary deductions, such as life insurance may have been omitted due to lack of funds.
- HSA deduction document was processed with an erroneous financial institution bank routing or account numbers.

### **Returning Current Tax Year Erroneous Payments**

Erroneous HSA funds that were deducted in the current tax year should be returned to NFC for reprocessing through SPPS Web as taxable income (with appropriate deductions for taxes and benefits) or through the Department of Treasury (Treasury), to reprocess as taxable income. NFC will remove the HSA deduction from the employees subsequent E&L report, which will ensure the employee's current tax year W-2 record is accurate.

#### **Funds Returned Directly to NFC:**

Funds may be returned to NFC by the Agency with AD-343 and a personal check from the employee, to the ABCO Lockbox address:

USDA, National Finance Center, Administrative Collections  
P.O. Box 790342  
St. Louis, MO 63179-0342

**Or**

USDA/OCFO/NFC/GESD/GICD/DMSB  
P.O. Box 61765  
New Orleans, LA 70161



### **Funds Returned to Treasury:**

If the funds can be returned to Treasury from the financial institution, the Agency should call NCC at 1-855-632-4468 and request an erroneous payment record be established. This record is established in the Document Tracking System (DOTS). NFC Payroll Operations will be notified through internal reporting to process the funds.

If the funds have already been returned to Treasury, the Agency should establish a request in SPPS Web to have NFC reprocess the funds. The Agency should not reissue erroneous HSA funds in SPPS Web.

### **Prior Tax Year Deductions**

If the erroneous HSA deductions occurred in a prior IRS Form W-2 year, the employee is not required to return the funds in order to obtain an IRS Form W-2c, Corrected Wage and Tax Statement. NFC will bill the employee for the relevant OASDI and/or HITS taxes, but not for Federal or State taxes. NFC will issue a W-2c. The W-2c will report the following adjustments:

<b>W-2c Situation</b>	<b>Instruction</b>
HSA contributions has decreased.	Enter amount in Box 12a.
Wages, tips, other compensation has increased.	Enter amount in Box 1.
Social security wages, if applicable, has increased.	Enter amount in Box 3.
Medicare wages and tips has increased.	Enter amount in Box 5.
Social Security tax withheld, if applicable, has increased.	Enter amount in Box 4.
Medicare tax withheld has increased.	Enter amount in Box 6.
State wages, tips, etc., if applicable, has increased.	Enter amount in Box 16.

### **Funds with Incorrect Bank Information**

HSA funds that were otherwise valid, but were returned to Treasury due to incorrect routing or account data, can be reissued to the appropriate financial institution by the Agency through SPPS Web. Once the miscellaneous payment record is established, there are multiple Type of Payment options within the miscellaneous payment format, including canceled/undeliverable check options. The Agency should not reissue these funds to the employee.

## **Transportation Fringe and Bicycle Subsidy Benefits**

In accordance with IRS regulation, certain employer-provided transportation benefits are considered non-cash taxable or pre-tax fringe benefits and the value is reported on Form W-2. NFC generates a bulletin each year to notify the Agencies of any changes from IRS, with a



reminder to report these benefits by the end of the tax year. The reported monies are not included in the gross or net pay, but are included for the computation of Federal, State, OASDI, and HITS taxes. Requests for adjustments of taxes related to transportation benefits can be submitted in SPPS Web.

### **Taxable Parking Fringe and Transit Subsidy**

An Agency can report any benefit in excess of the annual IRS limit on the T&A, with TC **17** with Suffix **9** for Parking Fringe, and TC **17**, Prefix **10** for Transit Subsidy. Another reporting option the Agency can utilize is an Allowance document Type 179.

### **Non-Taxable Parking and Transit Benefits**

In situations where the Agency does not pay the employee's transit or parking subsidy, the employee's expense can be reported as pre-tax for W-2 purposes. This is handled via the processing of an allowance record with Allowance Type 525, Transit Benefits (Non-Taxable) and Allowance Type 526, Parking Benefits (Non-Taxable).

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Note: TC **17**, Prefix **50** is not a Travel Reimbursement.

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### **Use of Government Automobile**

The use of a Government automobile is recorded on the T&A with TC 17 as the number of one-way trips to and from an employee's home in a Government owned or leased vehicle. TMGT Inquiry Table 30, Payroll Constants, reflects the current trip rate.

### **Chauffeur Driven Auto**

The value of chauffeur driven vehicle usage is reported on T&A with TC 17, Suffix 8, as dollars and cents, based on the following calculations: (1) the percentage of miles driven for commuting purposes multiplied by the annual value of the vehicle, (2) the fuel cost of \$0.58 multiplied by the number of miles driven, and (3) the value of the chauffeur service provided.

### **Taxable Bicycle Subsidy**

The Commuter Bicycle Subsidy Benefit Program provides an Agency-funded, reimbursement fringe benefit that is taxable to the employee. This reimbursement is for actual expenses incurred for the purchase of a bicycle, bicycle repairs, improvements, and storage for the bicycle used by the employee for commuting to and from work. The Agency can pay a bicycle subsidy through their transportation group (this is paid outside of the NFC system), and record the subsidy on a Document Type 127, Allowances, with Allowance Type 179, Parking Subsidy, at the end of the tax year to record the payment received as taxable.





## Restoration Cases

An employee is entitled to statutory restoration rights when erroneously separated from the Agency by termination, retirement, or discharge and later is restored or reinstated to the job due to cancellation of the termination, retirement, or discharge. Retroactive payments are due to the employee for the period of removal and are paid when the proper documentation is received from the Agency.

To process the restoration, the Agency must submit the request through SPPS Web and follow up with the supporting documentation below:

### Form AD-343

- Employee name, SSN, and address
- An explanation of the payment in Block 13
- Inclusive dates of the adjustment period for backpay
- Accounting code(s) and Business Events Type Codes (BETC) to be charged in Block 15

### Worksheet

- Copies of all T&As to be paid and SF 50 documents
- or**
- A breakdown of salary rates, hours, and type of pay (e.g., base salary, overtime, or differentials) to be paid for the inclusive period of adjustment

### Outside Earnings

- Amount of outside earnings, for the period of adjustment (does not include Unemployment Compensation)
- Statement from the employee if no outside wage was earned

### OPM Annuity

- Amount of annuity to be reimbursed to OPM, the OPM claim number, OPM payee information, and OPM address

### Benefits Deductions

- Instruction on the deduction of optional benefits (e.g., life insurance, health insurance, or TSP/401K)

### Separation Payment Collection

- Instruction to collect for separation payments (i.e., LSP) from backpay



- Instruction to collect unemployment compensation, if applicable, from backpay and the payee address and claim number

#### **Statement for Social Security**

- If backpay was awarded under a statute, the Agency should provide a copy of the settlement agreement and notate the specific statute

#### **Interest**

- Instruction to pay interest, if applicable

#### **Attorney Fees**

- Tax ID for paying attorney fees, if applicable

#### **Social Security and Backpay**

The IRS and the Social Security Administration (SSA) consider backpay awards to be wages; and IRS treats all backpay as wages in the year paid for income tax purposes. The manner in which SSA treats backpay wages that should have been paid in prior years depends on whether the backpay is awarded under a statute or not.

- If backpay is not made under a statute, Social Security tax (OASDI) is deducted from the backpay to the maximum for the year in which the payment is actually made (the "current" tax year).
- If backpay is awarded under a statute, OASDI is collected from backpay only to the maximum in the current tax year. A break down of Social Security wages for each of the inclusive tax years is forwarded to SSA, so that the wages can be credited to the year they should have been paid.
- If the backpay was awarded under a statute, the Agency must provide to Payroll Operations the specific statute under which the backpay was awarded, and a copy of the settlement agreement.



## Employee Indebtedness

Employee's indebtedness is collected by offsetting the employee's salary. The Debt Collection Act of 1982 and Debt Collection Improvement Act of 1996 permits the collection of a Federal debt by salary offset from an employee who is indebted to the United States. The Act permits collection of salary-related debts, program debts, and general employee indebtedness by offset against an employee's current financial salary. The Act does not affect current procedures for the collection of indebtedness of child care, alimony, IRS tax levies, etc., covered by another statute. If a separated employee is indebted and the employee's records are still on the IRIS 100 screens, the indebtedness can be processed in the SPPS Mainframe system. Once the records have passed to history, the SPPS Mainframe system cannot be used, and the Agency needs to submit a request through SPPS Web.

To initiate salary offset or biweekly deductions because of a travel overpayment, educational loan, etc., the indebted employee's Agency must submit an AD-343 or written notification to NFC. It is the Agency's responsibility to give the employee due process before the bill is established. NFC begins deductions from the employee's salary each pay period. The amount of the indebtedness and the amount deducted per pay period depends on whether the indebtedness is major (15 percent of the disposable earnings) or minor (less than 15 percent of disposable earnings collected in a one-time pay deduction through salary offset).

If the Agency requests NFC to issue the salary offset notice, NFC reviews and calculates the debt. An employee must receive a Form NFC-1100D, Notice of Intent to Offset Salary, or other Departmental form at least 30 days before the offset deductions begin. The notice must include:

- A statement that either NFC, the Agency head, or the designee has reviewed the records relating to the debt and determined that a debt is owed, the amount of the debt, and related facts.
- A statement that the Agency intends to deduct not more than 15 percent for United States indebtedness, or 25 percent for a third party commercial garnishments, from the employee's current disposable pay until the debt, accrued interest, and other costs are paid.
- The amount, frequency, proposed beginning date of the deduction, and the duration of the deductions.
- An explanation of the requirements concerning the current interest rate. Interest is charged at the current rate established by the Department of Treasury (Treasury) and is updated twice a year. Interest is charged on the unpaid balance every month, beginning with the second month after the Notice of Intent to Offset Salary was sent to the employee. Interest is not accrued on those debts paid in a lump sum in the pay period stated on the notice. The interest rate charged when the debt is computed remains at a fixed rate for the duration of the time used in repaying the debt.

The NFC-1100D also explains the following employee rights:



- The records relating to the debt are available for inspection, and the employee may request a copy of these records.
- The employee has the right to enter into a written repayment agreement different from the one proposed, if the terms are agreeable with the head of the Agency or designee.
- The employee may request a hearing.
- The method and the time period petitioning a hearing.
- The hearing official will consider the existence of the debt, amount, and the percentage of disposable earnings to be deducted, and that collections proceedings stop when a request for a hearing has been filed within 30 calendar days from the date of the salary offset or within the timeframe established by the employee's Department.
- A final decision on the hearing is issued at the earliest practical date, but not later than 60 calendar days from the date the petition was filed unless the hearing officer grants a delay in the proceedings.
- An employee knowingly submitting false or frivolous statements, representation, or evidence may be subjected to disciplinary procedures under 5 USC Chapter 75, Adverse Actions, and CFR Part 752, Adverse Actions; penalties under the False Claims Act, 31 USC 3729-3731; or criminal penalties under 18 USC, Crimes and Criminal Procedure, Section 286, Conspiracy to Defraud the Government with Respect to Claims, Section 287, False, Fictitious or Fraudulent Claims, Section 1001, Statements or Entries Generally, and Section 1002, Possession of False Papers to Defraud United States.
- The employee may request a waiver of salary overpayment under 5 USC, Government Organization and Employees, Section 5584, Claims for Overpayment of Pay and Allowances, and of Travel, Transportation, and Relocation Expenses and Allowances, 10 USC, Armed Forces, Section 2774, Claims for Overpayment of Pay and Allowances, and of Travel and Transportation Allowances, or 32 USC, National Guard, Section 716, Claims for Overpayment of Pay and Allowances, and of Travel and Transportation Allowances, and that employee may also question the amount or the validity of a salary overpayment or general debt by submitting a claim according to Agency instructions.
- An employee is promptly refunded any amount paid or deducted for a debt later waived or found not valid unless there are applicable contractual or statutory provisions to the contrary.
- The name, address, and phone number of an official who can be contacted concerning the indebtedness.

This section includes the following topics:

<b>Treasury Offset Program .....</b>	<b>39</b>
<b>Salary Overpayments.....</b>	<b>39</b>
<b>Health Benefits/LWOP Indebtedness.....</b>	<b>40</b>
<b>Repayment Methods .....</b>	<b>41</b>



<b>Indebtedness to Other Agencies .....</b>	<b>41</b>
<b>Repayment of Advanced Leave .....</b>	<b>42</b>

## Treasury Offset Program

In accordance with the provisions of the Debt Collection Improvement Act 1996, Department of the Treasury Financial Management Service, through the Treasury Offset Program (TOP), is responsible for the collection of delinquent debts. All debts owed to Federal Agencies along with past-due child support are eligible for salary offset.

For more information see:

<b>Verification of Information .....</b>	<b>39</b>
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### **Verification of Information**

After the offset occurs, the deduction will appear on the employee's Form AD-334, with one of the following transaction codes:

- Transaction code 99, Suffix 51, TOP Child Support Delinquent Debt
- Transaction code 99, Suffix 52, TOP Federal Delinquent Debt

Information concerning an employee's salary offset may be viewed in PINQ Program PQ051, PACS Receipt Accounts, and IRIS Program IR114, Receipt Accounts.

## Salary Overpayments

If an overpayment is made, the employee must be notified of the debt in writing before deductions can begin. If an indebted employee is separating from the Agency, the personnel office must immediately notify Payroll/Personnel Operations Section via email, telephone, or fax, followed by a request submitted through SPPS Web. The Agency can also establish an SPPS Mainframe indebtedness package to capture the net pay of final payments. Collection is made from the final salary, lump sum payment, and/or retirement contributions. The personnel office must submit proper documentation at the earliest possible date for timely processing.

Salary overpayment offset letters are notices generated through ABCO. They are generated with the submission of a corrected T&A, a corrected or late personnel action, an NFC internal adjustment, or an AD-343 processed directly through ABCO.

The salary offset letter given to the employee is one of the following:



- Form NFC-1100D or other Department form
- Form NFC-1101D, Repayment Agreement
- Form NFC-631na1, Bill for Collection

The NFC-1101D must be attached to an indebtedness of more than 15 percent giving the amount owed, the amount to be deducted each pay period, the pay period the deduction will begin, and the annual rate of interest.

If the repayment agreement or a lump sum payment is not received within 30 days from the date of the notice, deductions will begin in the second pay period following the 30-day waiting period at 15 percent of the disposable earnings plus interest at the current rate.

If salary overpayment debt is not repaid in the same year it is incurred, the outstanding amount is added to the employee's W-2 for the current year.

## Health Benefits/LWOP Indebtedness

Agencies are required to provide employees entering LWOP status, or whose pay is insufficient to cover their FEHB premium payments, written notice of their opportunity to continue their FEHB coverage. The written notice provides the options of continuing or terminating FEHB coverage. The enrollments of the employees who do not return a signed form to their employing office within 31 days after the day they receive the notice will be terminated. The Agency must then process an SF 2810, Notice of Change in Health Benefits Enrollment, to cancel the employee's FEHB enrollment. The termination is retroactive to the end of the last pay period in which the premium was withheld from pay.

If an employee chooses to continue FEHB coverage while on LWOP, the employee will be responsible for repayment of FEHB premium payments upon return to pay status. ABCO will generate Form NFC-937, Notice of Intent to Recover Past Due Health Benefits From Salary, and send it to the employee upon return to pay status.

Employees who are prevented by circumstances beyond their control from timely returning a signed form to the employing office are protected by a temporary extension of coverage and may request reinstatement of their coverage. Employees who elect to terminate their enrollment may enroll upon their return to pay status.

When an employee is in LWOP status pending disability retirement approval, Remarks Code 211, LWOP Pending Approval of Disability Retirement Application, must be used on the personnel action to prevent issuance of a bill to the employee for FEHB premiums. When an employee is on LWOP status due to an on-the-job injury, Remarks Code N10, (To) or (Expected To) Be Paid Under 5 USC 81, must be used to prevent the issuance of a bill.



## Repayment Methods

The debt may be repaid by either payroll deductions or a cash payment (check or money order) for the full amount. If the employee has signed Form NFC-1101D, Notice of Intent to Offset Salary and Repayment Agreement, they can have the total amount deducted in a single pay period on or before the pay period specified on the agreement. The employee may have less than 15 percent deducted, but not less than \$25, if the Agency's approving official determines that the 15 percent deduction would create an extreme financial hardship on the employee. In this situation, the approving official's signature and title must be on NFC-1101D. The authorized official must be in TMGT, Table 063. It is the responsibility of every Agency to update and maintain authorized contact types within TMGT, Table 063, Department/Agency/Bureau Contact types. For more information regarding TMGT, Table 063, refer to Bulletin Number 12-26, Updated Changes to Table Management System (TMGT) Authorized Point of Contact, dated October, 4, 2012. Specific details in the repayment of debts are listed below:

- If NFC issues the notice of a debt that is less than 15 percent of the employee's disposable pay, the full amount is automatically deducted in the second pay period after the 30-day waiting period has expired or in a pay period requested by the Agency.
- If the employee's debt exceeds 15 percent of the disposable pay and does not sign NFC-1101D or has not paid the debt in full, 15 percent of the disposable pay is deducted from the employee's pay until the debt is repaid. The deductions begin on the second pay period after the 30-day waiting period has expired.
- If two or more debts have been incurred, the total deductions cannot exceed 15 percent disposable pay unless the employee consents in writing to larger amount.

If the employee chooses to repay the debt in a lump sum, the check or money order should be attached to NFC-1101D and forwarded to the following address:

USDA/National Finance Center  
Administrative Collections  
P. O. Box 790342  
St. Louis, Missouri 63179-0342

The amount of the offset deduction is automatically adjusted if an indebted employee receives a reduction in basic pay that would cause the current deductions to exceed 15 percent of disposable earnings or if the employee receives an increase in pay that would cause the current deductions to be less than 15 percent of disposable earnings.

## Indebtedness to Other Agencies

When an NFC-payrolled employee is indebted to another Federal Agency, also payrolled by NFC, the employee's salary will be offset if NFC or the employing Agency receives an AD-343 or written notification containing the following information, whichever is applicable:





- That the employee owes the debt and that the former Agency has complied with regulations in 5 USC 5514, Installment Induction for Indebtedness to the United States, and 5 CFR Part 550, Pay Administration (General), Agency regulations and other applicable regulations.
- That the Department has certified to the indebtedness, including the amount of the debt.
- That the employee was given the due-process entitlements required by law.

When NFC receives written notification to offset, the employee is provided with written notification unless AD-343 states that employing Agency has already notified the employee with the amount of the deduction and the effective pay period.

## Repayment of Advanced Leave

Under certain specified conditions, an employee may be required to refund the value of advanced leave. In these instances, the repayment must be calculated on the basis of the exact amount of gross pay that the employee received for this leave. The repayment may be made by personal check, cashier's check, money order, or by salary deductions. Appropriate adjustments to the employee's leave record are made by NFC after the refund is accomplished.

If the employee is separating from the Agency, an SPPS Mainframe Indebtedness package can be established to capture the net pay of final payments (final T&A and Lump Sum Payments) to apply toward the debt. After the package has been established, the Agency can then submit a request in SPPS Web with instructions. If SPPS Mainframe cannot be utilized, the Agency should submit the request through SPPS Web and should **not** process any final payments, such as Lump Sum Payment for annual leave. The Agency must include specific instructions in the SPPS Web request.

If the employee has executed an installment agreement and regular recurring salary, deductions will be made to liquidate the advanced leave and a copy of the approved agreement must be sent to NFC.

An employee can also repay advanced sick leave through offset of equal number of hours from their annual leave balance.





## Office of Workers' Compensation Programs (OWCP) Cases

According to the Federal Employees' Compensation Act (FECA), civilian employees of the United States are entitled to compensation benefits and medical treatment for disability arising from traumatic injury or occupational disease sustained in the performance of duty and recurrence of disability.

FECA provides that an employee's regular pay may be continued for up to 45 calendar days following a job-related injury due to disability and/or medical treatment through continuation of pay (COP). COP is documented by processing a T&A report or a personnel action.

- **T&A Report**

A T&A must be prepared each pay period when an employee sustains traumatic injury and is expected to return to work within 30 days of the date of injury. Record the injury leave under Transaction Code (TC) 67, OWCP Injury Leave. See the T&A procedure for more information.

- **Personnel Action**

A personnel action must be prepared for leave without pay Nature of Action Code (NOAC) 460/Q3K if an employee sustains a traumatic injury and is **not** expected to return to work within 30 days of the injury date.

This section includes the following topics:

<b>Transferring Health Benefits Enrollment.....</b>	<b>43</b>
<b>Leave Buy Back (LBB) .....</b>	<b>44</b>
<b>LBB Process .....</b>	<b>44</b>

## Transferring Health Benefits Enrollment

When an employee is in a nonpay status as a result of an on-the-job-injury, the employee's health insurance premiums are paid by OWCP.

Follow the instructions below to transfer the health benefits enrollment to OWCP:

### **When OWCP Contacts the Agency to Approve the Claim, the Agency Will:**

1. Process a personnel action with the NOAC 460 and Authority Code Q3K. After the personnel action is processed, do not submit T&As while the employee is on LWOP.



2. Access EPIC Web, EmpowHR, or FESI to enter information from the SF 2810, Notice of Change in Health Benefits Enrollment, and transfer FEHB coverage to OWCP. Enter the applicable TC and Event fields.

**When OWCP Does Not Contact the Agency to Approve the Claim, the Agency Will:**

1. Contact OWCP before the employee reaches 10 months of LWOP or LWOP-pending OWCP to obtain claim status and information.
2. Follow the steps above once the claim is approved.

---

Note: FEHB coverage cannot be continued if an employee reaches 26 consecutive pay periods of LWOP or LWOP-pending OWCP. If either condition occurs, the Agency will receive an NFC-1125, Notice to Cancel FEHB Enrollment. Upon receipt of NFC-1125, the Agency should process an SF 2810 to terminate the health insurance.

---

When the employee returns to duty on a full-time basis, FEHB coverage must be transferred back to the employing Agency. On EPIC Web, EmpowHR, or FESI enter, the applicable TC and Event fields.

## **Leave Buy Back (LBB)**

Employees who are entitled to injury compensation may elect to use sick leave and/or annual leave, pending approval of the injury claim by OWCP, to avoid possible interruption of income. If the employee uses leave and the compensation claim is approved, the employee may arrange with the personnel office to buy back the leave used and have it recredited to their account by changing the leave status to LWOP. The Agency should review and become familiar with the current Department of Labor, OWCP, LBB procedures.

## **LBB Process**

Below is a synopsis of the LBB process:

1. The employee requests to repurchase leave used for medical care or disability resulting from a job-related injury or condition.
2. The Agency gives the employee Form CA-7, Claim for Compensation (and Form CA-7a, Time Analysis Form, if applicable), to complete.
3. After Form CA-7, Form CA-7a and Form CA-7b, Leave Buy Back (LBB) Worksheet/Certification and Election, are completed and certified by the Agency, and the employee, (1) the Agency calculates the amount and forwards the package directly to the



U.S. Department of Labor (DOL), OWCP or (2) the Agency requests that NFC calculate the amount before sending the package to DOL.

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Note: Go to #4 if forwarding the package directly to DOL.

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- If NFC is to calculate the amount, the Agency submits an AD-343 (requesting an estimate of the cost to repurchase the leave), the completed Form CA-7, Form CA-7a, and Form CA-7b via U. S. mail to:

USDA/OCFO, National Finance Center  
Payroll Processing Branch  
P.O. Box 60000  
New Orleans, Louisiana 70160

Or fax to:

**303-274-3811** (for Department of Agriculture Agencies)  
**303-274-3813** or **3817** (all other Agencies)  
**303-274-3814** (for Department of the Treasury Agencies)  
**303-274-381** (for Department of Homeland Security Agencies)

- Upon receipt of the AD-343, Form CA-7, Form CA-7a and Form CA-7b, NFC completes Form CA-7b, as follows:
  - All of Section I, Agency Estimate of FECA Entitlement.

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Note: Compensation is paid at two-thirds of the employee's base pay if there are no eligible dependents or three-fourths with one or more dependents, as indicated on the CA-7.

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- Section II, Agency Certification, Lines H (11), I (12), and J (13)

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Note: **Phone Number** and **Employing Agency Address for Check** fields on the Form CA-7b should reflect the Agencies contact information and not NFC's information.

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- The gross to net calculation of the bill and the Form CA-7b is transmitted to the Agency via fax within 7-10 working days. To expedite the process, please indicate your fax number on your Form CA-7b transmission so that NFC can transmit the Form CA-7b via fax.
  - The Agency reviews NFC's calculations and the Form CA-7b, if in agreement, signs on the line designated for the **Signature of Agency Official**. The Agency also completes the **Employing Agency Address for Check**. If the Agency disagrees with the calculations, the Agency notifies NFC via fax of the discrepancy.
    - The employee completes and signs Section III, Employee Claim.
    - The Agency forwards the package to the DOL, OWCP.
4. DOL, OWCP approves the claim, then forwards the applicable approval form letter, CA-1208, Approval of Wage Loss Letter or CA-1208a to the employee: OWCP forwards



the compensation check and Benefit Statement to the address specified on the Form CA-7b.

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Note: **Phone Number** and **Employing Agency Address for Check** fields on the Form CA-7b should reflect the Agencies contact information and not NFC's information.

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5. The employee elects the repayment method. The employee may elect to repay in installments through payroll deductions: the requested amount is deducted each pay period until the bill is paid in full. The employee may also elect to pay the full amount by check or a one-time payroll deduction.
6. The Agency submits the completed OWCP package to NFC, Debt Management Services Branch (DMSB). Listed below are the documents that must be included in the package.
  - Form CA-7 and CA-7a and CA-7b
  - Form Letter CA-1208 or CA-1208a
  - Form AD-343 (requesting NFC to create the LBB bill, listing the time frame, hours and types of leave being repurchased)
  - Department of Labor check and Benefit Statement

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Note: Do not submit T&A reports, leave audits, or copies of personnel actions.

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Forward the completed package to the following address:

USDA/OCFO/NFC/GICD/DMSB  
P.O. Box 61765  
New Orleans, Louisiana 70161

7. NFC's DMSB will process the DOL check. The payment can be viewed in Administrative Billings and Collection Online Inquiry System, (ABCOINQ), on the Receivable Record Screen, as a system code 91, found on the Debtor Number line. A SPPS Web adjustment is created to document the check received and can be found under Agency Remarks. The original paperwork, along with a copy of the check is submitted to Payroll/Personnel Operations.
8. Payroll/Personnel verifies the calculations contained in the documents received and issues a request to bill via SPPS Web.
9. The bill is established in ABCO, as a system code **92**. The OWCP payment applied can be seen on the Receivable Record screen, Press **PF6** to view the Description Text screen. The employee will receive a notice along with a letter of repayment. If payment arrangements are not made within 90 days of this notice, the money received from OWCP will be returned to DOL; any money received from the employee will be refunded to the employee, and the OWCP leave buy back receivable will be canceled.



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Note: The Agency must provide the NFC's DMSB with a valid address to return any DOL checks received.

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10. After the debt has been paid in full, the Agency notifies NCC to request a Restoration of Leave Letter from NFC's DMSB. Upon receipt of the letter the Agency must restore the leave in the database using TINQ. Do not submit corrected T&As to change the annual and/or sick leave to LWOP.

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Note: Agencies can enroll in Employee's Compensation Operations and Management Portal (ECOMP) for electronic form filing. ECOMP is a Web-based application accessible via DOL's public Internet site [www.ecomp.dol.gov](http://www.ecomp.dol.gov). Through this portal, Federal workers and their employers may: (1) Electronically file incident reports and workers compensation forms; (2) Track the exact status of any form or document submitted via ECOMP. (3) Electronically upload and submit documents to existing DOL Division of Federal Employees' Compensation (DFEC case) files.

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## Deposits for Military Service Credit

This topic has been updated to show the new process of submitting deposits for military service credit cases via ServiceNow.

An employee who served honorably in the uniformed services after December 31, 1956, and is under a Federal retirement system (CSRS, CSRS Offset or FERS) after October 1, 1986, receives credit for post 1956 military service at the time of retirement only if a deposit for the military service is made before the retirement date. Please refer to Chapters 22 and 23 of OPM's CSRS and FERS Handbook.

The military service deposits packages are submitted to NFC with all applicable documents, including the Form AD-343. The Agency must complete Blocks 4 through 17, and Block 19 of the Form AD-343.

### **If an Employee Elects to Pay in a Lump Sum:**

Effective August 1, 2020, all Lump Sum payments will be processed electronically by NFC utilizing Pay.Gov. The Military Service Deposit Payment Authorization Form needs to be completed and attached to all Lump Sum Military Service Deposit Packages.

Enter the following on the AD-343:

#### **Block 11**

- **Establish and close out SF-2806 (CSRS) or SF-3100 (FERS).**
- **Individual Retirement Record for Military Service Deposit.**

#### **Block 13**

- **Employee wishes to pay military service deposit for the period of \_\_ through \_\_. In the amount of \$\_\_. Enter on Duty (EOD) date is \_\_. Interest Accrual Date (IAD) is \_\_.**

### **If an Employee Elects to Pay by Payroll Deductions:**

When the Agency is assuming the responsibility, of handling the collection of payments, the collection can be processed in EPIC, EmpowHR, or FESI. If the Agency elects to have NFC handle the collections:

Enter the following on the AD-343:



**Block 11**

- Establish SF 2806 or SF 3100 for military service deposit by payroll deductions.

**Block 13**

- Employee wishes to pay military service deposit for the period of \_\_ through \_\_. Deduct \$\_\_ per pay period until deductions total \$\_\_ plus required interest. Interest Accrual Date is \_\_.

**Block 18**

- Employee signature (or a separate memo authorizing the payroll deductions) .

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Note: The minimum payroll deduction allowed is \$25.

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**If an Employee Elects to Pay by Installment Check Payments:**

Complete the AD-343 like a lump sum payment except for Block 13:

Enter the following on the AD-343:

**Block 13**

- Employee wishes to pay for military service deposit for the period \_\_ through \_\_ via installment check payments until payments total \$\_\_ plus any required interest. Enter on Duty date is \_\_. Interest Accrual Date is \_\_.

All required documents must be submitted with the initial installment payment. Subsequent payments should include an AD-343 and remittance check.

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Note: The minimum amount allowed for each installment payment is \$50.

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Attach the following documents to the AD-343 (list in Block 16):

- SF 2803 and SF 2803A CSRS, or SF 3108 and SF 3108A FERS, Application to Make Service Credit Payment (must have employee's original signature)
- OPM-1514, Military Deposit Worksheet (or an equivalent if the Agency has automated the process)
  - Calculate the correct percentages
    - FERS 3 percent of military earnings (1999 = 3.25 percent; 2000 = 3.40 percent)
    - CSRS 7 percent of military earnings (1999 = 7.25 percent; 2000 = 7.40 percent)





- USERRA calculations: provide worksheet of calculation
- DD-214, Certificate of Release or Discharge from Active Duty, or other official service statement
- RI 20-97, Estimated Earnings During Military Service
- Military Service Deposit Payment Authorization Form, if paying via Automated Clearing House (ACH) Debit or Debit/Credit Card

Please submit the AD-343 and all applicable documents through the customer service portal, ServiceNow <https://nfcerp.service-now.com>.





## Civilian Service Credit for Periods of Reemployment

Reemployed CSRS or CSRS-Offset annuitants who wish to receive a supplemental annuity for any service on or after October 1, 1982, must pay an amount equal to the regular retirement deductions. An AD-343 must be submitted with the following documents attached to cover the retroactive period:

- Screen print of HINQ Program 02, List of Personnel/Payroll Actions, showing that the corrective action and all intervening actions for the past 26 pay periods have been processed.
- A copy of SF 50-B, changing the retirement coverage code.

For payments by check, enter **Deposit for Civilian Service Credit - CSRS (or CSRS-Offset) Retirement for reemployed annuitant** in Block 11 of the AD-343. In Block 13, show the complete service history during the current period of service as a reemployed annuitant. Make the check payable to the **U.S. Department of Agriculture** and include the employee's SSN and the notation Civilian Service Deposit. List the check as an attachment in Block 16.

For payment through payroll deductions, enter **Deposit by deductions for civilian service credit under CSRS (CSRS-Offset) retirement** in Block 11 of the AD-343. In Block 13, show the complete service history of the current period of service as a reemployed annuitant. Show the amount to be deducted each pay period (minimum of \$25).

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Note: Civilian service deposits or redeposits by employees for other military deposits or reemployed annuitants are billed directly by OPM.

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## Lump Sum Payments

This topic has been updated to add additional information on lump sum payments.

Lump sum payment (LSP) cases are normally processed through EPIC Web, EmpowHR, or FESI. However, there are instances when these payments must be processed manually.

- The amount to be paid is over \$99,999.99.
- The employee is deceased.

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Note: If the Agency can establish an SSPS Mainframe Death package, an LSP can be processed through EPIC Web, EmpowHR, or FESI and the package will capture the net of the payment.

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- The employee is indebted.

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Note: If the Agency can establish an SSPS Indebtedness package, an LSP can be processed through EPIC Web, EmpowHR, or FESI and the package will capture the net of the payment.

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- A full-time employee changed to an intermittent status.
- A terminated employee is rehired with a break in service.
- The employee has dual rates.

To process the lump sum payment, the Agency must submit a request in SPPS Web.

- Verify the lump annual leave hours and prepare an AD-717, Audit for Leave, if there is a leave discrepancy.
- Verify that the personnel action has applied to terminate the employee in order to generate the SF 1150, Record of Leave Data.
- Ensure that the employee has no outstanding indebtedness and prepare an AD-343 if indebtedness exists.

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Note: If an Agency can give a description of the indebtedness to be collected from LSP in SPPS Web remarks, payroll does not need an AD-343.

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- Enter the accounting data to be charged.
- Check the projection date of annual leave to determine dual rates and locality pay.
- Check the employee's final pay rate to determine dual rates and locality pay.

---

Note: If the lump sum days carry over into the new pay rates, the prorated days must be paid at the new rate. Example: An employee separated on December 21 with an annual leave balance of 128 hours. The annual leave would be extended through January 12. Pay Period 1 begins on January 8. All workdays



prior to January 8 would be paid at the current rate. All workdays on or after January 8 would be paid at the new rate.

---

NFC is obligated to satisfy any and all indebtedness (e.g., travel, advanced leave, unfulfilled service agreement, destruction of Government property, etc.) before the lump sum payment can be paid. Any and all outstanding debts are deducted from the net amount due the employee. If the outstanding debts exceed the net amount of the lump sum leave payment, NFC will attempt to satisfy the outstanding debts from the final salary and, as a last resort, the employee's retirement account.

This section includes the following topics:

<b>Repayment of Lump Sum Leave .....</b>	<b>56</b>
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## Repayment of Lump Sum Leave

Agencies must submit a request through SPPS Web when a repayment of unexpired lump sum leave is required. An employee who previously received a lump sum payment for annual leave and is reemployed in a position that is not excepted by 5 USC 6301, Definitions Employee (2) prior to expiration of the period covered by the lump sum payment, must repay an amount equal to the unused portion of the annual leave. The repayment may be made by personal check, cashier's check, money order, or salary deduction. Checks and money orders can be mailed to:

ABCO Billings Unit  
National Finance center, USDA  
P.O. Box 61765  
New Orleans, Louisiana 70161  
Attention: Collections

The amount of the repayment is the gross compensation for the period before deductions for Federal and State tax withholdings or FICA taxes. The repayment must be based on the rate of pay received by the employee when the lump sum payment was made.

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Note: The out-of-pocket expense for the employee's repayment can sometimes be reduced by tax credits if the lump sum payment was processed within 3 years of the bill processing. When the Agency submits the request to collect, NFC Payroll will determine if tax credits are applicable.

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## Compensatory Time Payments for Fair Labor Standards Act (FLSA) Nonexempt Employees

Compensatory time payments are normally processed through PPS. However, compensatory time payments for FLSA nonexempt employees must be processed manually.

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Note: PPS currently records the hourly rate of overtime for compensatory time earned at the Title 5 rate. Therefore, if a FLSA nonexempt employee earns compensatory time at a higher FLSA overtime rate and that compensatory time is later liquidated, the compensatory time payment must be processed manually.

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To process a compensatory time payment for an FLSA-nonexempt employee, the Agency should submit the request through SPPS Web.

Agencies are reminded to include the following information:

- Compensatory time hours to be paid
- Accounting data to be charged
- Reason for manual payment (higher FLSA-overtime rate)

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Note: NFC will determine the higher FLSA-overtime rate for the compensatory time payment. The rate fields in the IRIS Program 139, Compensatory Leave and Rates, and the TING Program 05, Comp Leave & Comp-Oth-Rt, contain the Title V-overtime rate and not the higher FLSA-overtime rate. Therefore, Agencies should not use the rates displayed on IRIS Program 139 and TING Program 05 in determining the higher FLSA-overtime rate for compensatory time payments for FLSA-nonexempt employees.

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The PINQ Program PQ032, Payroll Listing, may be used to verify the compensatory time payment.







## Awards

This topic has been updated to add additional information on Spot Awards.

### Cash Awards

Most cash awards are processed through EPIC Web, EmpowHR, or FESI. However, cash awards for separated employees who have been off the database for more than 3 pay periods (without a current record in IRIS) or employees in one Agency receiving an award from another Agency must be processed manually.

Cash award payments are subject to tax deductions. Federal tax is computed at the current rate. State and local taxes are computed at 2 percent. Medicare and Social Security are also deducted when applicable.

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Note: To process a manual cash award, the Agency must submit the request in SPPS Web.

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### Spot Awards

There are two types of spot awards that generate an update on PINQ Program PQ 032 for W-2 purposes, and are reflected on the employee's E&L. The system creates a gross-up, an increase of the net amount to include taxes, based on the net amount indicated on the personnel document.

#### Disbursed Spot Award

Individual/group spot awards processed with the authority code **PAY** generate an update on PINQ Program PQ032 with a V schedule, and disburse the net amount on the overnight schedule.

#### Non-Disbursed Spot Award

Individual/group spot awards processed with the authority code **V3F** generate an update on PINQ Program PQ032 with an SP schedule. No actual disbursement is generated by the update, because the employee is paid the award on the spot by the Agency. If an SP award was processed in error, the Agency should submit a request for reversal in SPPS Web.





## Death Gratuity Payment

Effective September 30, 1996, Department and Agency heads have the authority to pay up to \$10,000 as a death gratuity payment to the personal representative of an employee who dies from injury sustained in the line of duty.

At the Agency's discretion, the gratuity is payable to the personal representative of any Federal employee who has died from an injury sustained in the line of duty on or after separation from service, if the death is a result of an injury sustained in the line of duty. However, if the Department or Agency determines that the employee's death was the result of willful misconduct, the gratuity would not be paid. The Department or Agency making the claim must submit a request through SPPS Web containing the name and SSN of both the deceased employee and the person(s) receiving the payment along with the payment amount.

In addition to the death gratuity payment, there are three other payments that must be considered by the Department or Agency in determining the amount of the payment. These payments are as follows:

- \$200 payable by OWCP for reimbursement of the costs of termination of the decedent's status as an employee of the United States.
- Up to \$800 payable by OWCP for funeral and burial expenses in cases of employees who die as a result of performance in the line of duty.
- Up to \$10,000 paid to provide reimbursement of burial costs and related out-of-pocket expenses for employees killed in the line of duty while working for an Agency that receives appropriations under Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1995 and thereafter.

The total amount paid, including the death gratuity payment, may not exceed \$10,000. If a personal representative(s) has already received funds from one or more of the above-listed authorities and the total amount is less than \$10,000, Departments or Agencies may make additional payments up to \$10,000. It is the responsibility of the Department or Agency to contact OWCP to determine the amount of any payments that may have been previously made.

IRS has ruled that a death gratuity payment, while not subject to Federal income tax withholding, is fully subject to Federal income tax if the death occurred on or after August 20, 1996. If the death occurred earlier, a \$5,000 exclusion will generally apply. The applicable IRS Form 1099 will be issued to the recipient(s).





## **Interest on Back Pay**

The interest on backpay must be computed manually. The Agency must submit a request in SPPS Web after making a determination that interest is due. The SPPS Web request is only for payment of the interest due. A personnel action must be processed first to process backpay for 26 pay periods. NFC computes the backpay (including interest) based on the biweekly amounts and pay dates.





## Pre-Death Life Insurance Benefits

Employees and annuitants enrolled in the FEGLI program have a choice in receiving pre-death life insurance benefits.

- They can assign their Basic and all optional insurance (except Option C) to a viatical settlement firm (VSF) in exchange for approximately 60-85 percent of the face value of the coverage.

OR

- They can elect full (full Basic benefits, discounted by an approximately 6 percent factor) or partial (a percentage of their Basic benefits, discounted in multiples of \$1,000) Living Benefits.

This section includes the following topics:

<b>Assignment to a Viatical Settlement Firm (VSF).....</b>	<b>65</b>
<b>Processing Instructions (VSF).....</b>	<b>66</b>
<b>Death in Service Prior to Retirement .....</b>	<b>66</b>
<b>Retirement.....</b>	<b>66</b>
<b>Living Benefits.....</b>	<b>67</b>
<b>Processing Instructions.....</b>	<b>68</b>
<b>Death in Service Prior to Separation .....</b>	<b>70</b>
<b>Retirement Adjustment for Pre-Death Life Insurance Benefits .....</b>	<b>70</b>

### Assignment to a Viatical Settlement Firm (VSF)

Terminally ill Federal employees and annuitants enrolled in the FEGLI Program with life expectancies of 24 months or less can assign their insurance to VSF. This assignment applies to Basic and Option A and Option B. No death benefit will be payable to their survivors.

Either all of the FEGLI coverage or none of it must be assigned. Although all of the FEGLI coverage must be assigned, it does not have to be assigned to the same person or firm. The assignment must be made in percentages of the total insurance.

Assigning benefits transfers ownership of the employee/annuitants's FEGLI coverage to VSF. The assignment is irrevocable. Upon a valid assignment of FEGLI insurance coverage, all SF 2823s, Designations of Beneficiary, completed by the insured, both before and after the effective date of the assignment, become void.

The FEGLI Program requires that employees and annuitants continue to pay FEGLI premiums through withholdings from their paycheck or annuity, even after the employee or annuitant has



assigned their insurance to a VSF or anymore else. The VSF may agree to reimburse the employee or annuitant directly for any premiums paid.

## Processing Instructions (VSF)

The employee must contact VSF and sign a release form. Once the release form has been signed, VSF forwards the release from the personnel office with a request for additional information about the employee's life insurance coverage. After all information has been provided to VSF, the employee is contacted with a settlement offer. If the employee accepts the offer, Form RI 76-10, Assignment of Federal Employee's Group Life Insurance, is completed. The employee signs the form, and has the signature witnessed in writing by two people.

The RI 76-10 is returned to the personnel office and is placed in the employee's Official Personnel File (OPF). The RI76-10 is filed on the right side of the employee's OPF.

## Death in Service Prior to Retirement

If the employee dies prior to retirement, send the original RI 76-10 to the Office of Federal Employees Group Life Insurance (OFEGLI) and a copy to OPM. The original SF 2823s must be sent to OFEGLI along with the FE-6, Claim for Death Benefits, and death certificate. The address for submitting documents to OFEGLI is:

Office of Federal Employees Group Insurance  
200 Park Avenue  
New York, New York 10166-0188

## Retirement

This topic has been updated to show the new process for submitting Federal Erroneous Retirement Coverage Corrections Act (FERCCA) cases via ServiceNow.

SPPS Web is used to process adjustments to an employee's retirement record. A correction is necessary if:

- The employee was automatically converted to FERS but should have been coded CSRS Offset and a retroactive transfer to FERS may or may not have been applied for and approved.
- The case above is reversed, and the employee was not given an opportunity to transfer to FERS.





- An employee is rehired and is incorrectly coded CSRS or CSRS Offset instead of FERS.
- The reverse of the above occurred when the employee was rehired or transferred in and a retroactive transfer to FERS may or may not have been requested and approved.
- An employee with CSRS or CSRS Offset retirement coverage was rehired after a break in service of more than 3 days, was not afforded the opportunity to transfer to FERS, and a retroactive transfer to FERS is approved.

---

Note: Retirement-coverage codes and TSP contributions corrections are nearly always linked together. Before processing corrections to retirement-coverage codes, carefully review the employee's TSP account. In most instances involving retirement-coverage corrections, adjustments to the employee's TSP account will be required, including possible payment of TSP lost earnings.

---

When a Retirement Coverage Code (RCC) is corrected in EPIC Web, EmpowHR, or FESI, PPS will revalidate the database records for the past 26 pay periods. If the period of correction extends prior to the 26 pay period range, a request for manual adjustment must be submitted in SPPS Web with the following:

- Detailed explanation of the RCC change
- Inclusive period of the adjustment
- Employee's TSP record

If the RCC is a FERCCA case, the following documents must be submitted to NFC via ServiceNow <https://nfcerp.service-now.com>:

- AD-343, identifying it as a FERCCA case, stating the RCC change; the inclusive dates of adjustment, if TSP is to be adjusted; and the Agency accounting code
- Copies of the corrected SF 50s
- Copy of the employee's FERCCA election form
- Copy of the SF 2806 or SF 3100, Individual Retirement Record (prior to conversion to NFC), if applicable
- Copy of salary data (prior to conversion to NFC), if available

## Living Benefits

Living Benefits are life insurance benefits paid to an individual while the individual is still living, rather than paid to a beneficiary or survivor upon the insured individual's death. Basic benefits paid before death are available if the employee or annuitant has been diagnosed as terminally ill with a life expectancy of 9 months or less. Living Benefits applies only to Basic life insurance.



An employee may elect either full Living Benefits (i.e., all Basic benefits), or partial Living Benefits (expressed as a multiple of \$1,000).

---

Note: Annuitants can elect only a full Living Benefit. Living Benefits can be elected only once. A subsequent increase in salary **does not** give the employee entitlement to additional Basic insurance. If an employee elects full Living Benefits, the employee has no more Basic insurance. If an employee elects partial Living Benefits, the employee cannot later elect additional Living Benefits from the remaining Basic insurance.

---

Living Benefits cannot be retracted. If the certifying doctor's prognosis is wrong and the employee lives longer than the expected nine months, the employee **does not** have to repay the Living Benefits. If the employee or annuitant elects full or partial Living Benefits, their optional insurance, if any, is unaffected and is available for payment to their beneficiary(ies) upon their death.

If full Living Benefits are elected, then premiums for Basic insurance stop. If partial Living Benefits are elected, then premiums for Basic insurance are prorated depending on the dollar value of the remaining Basic benefit.

Living Benefits election has no effect on an individual's designation of beneficiary. Option A benefits, Option B benefits, and any remaining Basic benefit for employees who have elected partial Living Benefits will be paid to an individual's designated beneficiary or, in the absence of designation, according to the statutory order of precedence.

Changes in withholdings and contributions are effective at the end of the pay period in which the payment is cashed or deposited.

## Processing Instructions

The employee must contact OFEGLI at **1-800-633-4542** for Form FE-8, Claim for Living Benefits. With the FE-8, OFEGLI sends a calculation sheet so the employee can determine the amount of Basic insurance available. The employee completes Part A of the FE-8 and the employee's doctor completes Part B. The employee then sends the form back to OFEGLI.

When OFEGLI receives an employee's Application for Living Benefits, it will send or fax the Agency an FE-8A, Certification for FEGLI Living Benefits for Employees. The Agency must certify whether the employee is enrolled in Basic insurance, whether the employee has assigned his/her insurance, and the amount of the employee's current annual basic pay.

The FE-8A must have dual certification; i.e., it must be certified by both a personnel and a payroll official. It is critical that this certification be completed and returned promptly. Mail the original FE-8A to the following address:

USDA, OCFO, National Finance Center  
Payroll Processing Branch



P.O. Box 60000  
New Orleans, Louisiana 70160

NFC completes the payroll certification, faxes the completed FE-8A to OFEGLI, and mails the original document to OFEGLI.

If OFEGLI approves the Living Benefits, OFEGLI sends the employee a check, along with Form FE-8C, Explanation of Benefits. When the employee cashes or deposits the check, the Living Benefits election is complete. OFEGLI then sends the FE-8C to both the Agency personnel office and NFC. If an employee elects partial Living Benefits, OFEGLI notifies the Agency of the amount of the employee's Basic Insurance Amount (BIA) on the FE-8C. If OFEGLI does not approve the Living Benefits, OFEGLI notifies both the employee and the employing office.

When the Agency receives the FE-8C, a personnel action must be processed with one of the following:

NOAC 805/Elected Full Living Benefits

Legal Authority DPM

Remark B67/Elected full Living Benefits on (enter date from FE-8C). Post-election Basic Insurance Amount is (enter amount from FE-8C). Not eligible to assign insurance.

or

NOAC 806/Elected Partial Living Benefits

Legal Authority DPM

Remark B68/Elected partial Living Benefits on (enter date from FE-8C). Post-election Basic Insurance Amount is (enter amount from FE-8C). Not eligible to assign insurance. Must elect "no reduction" at retirement.

---

Note: When the employee elects Living Benefits, there is no change to the employee's FEGLI coverage code or to the employee's Optional Insurance coverage and withholdings.

---

After the personnel action is processed, the Agency should submit a request via the customer service portal (CSP) to stop Basic insurance withholdings when an employee elects full Living Benefits, or prorate the Basic insurance premiums when an employee elects partial Living Benefits. An SPPS Web request must be processed to refund premiums that have been deducted in error.

Agencies must specify whether the employee elected partial Living Benefits or full Living Benefits.



## **Death in Service Prior to Separation**

If an employee dies prior to separation, in addition to the normal paperwork, attach the FE-8A and the FE-8C to the SF 2821, Agency Certification of Insurance Status.

If the employee dies prior to retirement, NFC sends the original RI 76-10 to OFEGLI and a copy to OPM.

For more information, see Death Claims.

## **Retirement Adjustment for Pre-Death Life Insurance Benefits**

If the employee has elected partial Living Benefits and retires, and the employee is not eligible to carry life insurance into retirement, the Agency must provide the employee with an SF 2819. Regardless of the Living Benefits election, the employee must also be provided with the SF 2818, Continuation of Life Insurance Coverage, to complete.

If the employee retires, send the original RI 76-10 to OPM along with all other documents relating to the assignment of the life insurance. In addition, Agencies must send all copies of the SF 2823 contained in the employee's OPF.

If the employee is ineligible to continue life insurance in retirement, the SF 2819 must be sent to the assignee(s). A list of names and addresses must be attached to the SF 2819 that is sent to OPM.

For more information, see the Processing Retirement Documents procedure.

---

**Note:** For additional information on pre-death life insurance benefits, see FEGLI Booklet RI 76-21.

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## Inquiries

The NCC is the single point of entry for customer assistance for Agency-authorized servicing personnel.

Phone: Call **1-855-NFC4GOV (1-855-632-4468)**

Web: Submit incidents/inquiries via the Internet using the CSP user ID. Users can submit incident/inquiries 24/7 except for scheduled maintenance periods.

Callers who are hearing or speech impaired:

Federal Relay Services

Online: [www.federalip.us](http://www.federalip.us)

VRS: **877-709-5798**

TTY: **800-877-8339**

NCC can help you with the following:

- Agency Address Changes
- Employee Personal Page (EPP)
- EmpowHR
- EPIC Web
- eOPF
- FEHB
- FERCCA
- HCUP
- Manual payments
- Military leave
- Non-Receipt of Pay Inquiries
- Payroll/Personnel System Support
- Processing Tips
- Quick Service Request (QSR)
- Customer Service Portal
- Suspense Corrections
- Time and Attendance (STAR and webTA)



- Table Management Updates
- Wage and Tax Statement (W-2) Inquiries

### **Written Inquiries**

Written inquiries include, but are not limited to, requests for payroll listings and reprints of SF 1150s. Incidents can be submitted for personnel action inquiries and other issues.

Effective July 21, 2017, Agencies are required to submit written requests through the ServiceNow CSP. The authorized Agency must submit the access request to NFC Security. This process change will allow NFC to accurately monitor and track all written inquiries. To transition, the Payroll Processing Branch will continue to receive and process written inquiry requests submitted using SPPS Web through Thursday, July 20, 2017. Agencies should take this transition time to obtain CSP access for employees who need to submit written inquiries. Request access as follows:

- The authorized Agency contact must submit the access request to NCC for processing. The request should contain your name, Agency name, telephone number, and email address and must be submitted to NCC using CSP.
- The NCC will verify that the individual submitting the request or incident has been listed for their respective Agency on TMGT Table 063 Contact Type 06 or 11, and for EmpowHR Contact Type 01, Payroll/Personnel Inquiry Contact Agency's using the Service Now CSP access, already listed in TMGT Table 063 for access.
- CSP will provide the ticket number to the Agency, a ticket number will be issued and the request or incident will be processed.

Effective July 21, 2017, the Written Inquiry option will be removed from SPPS Web and a CSP entry will be used for written inquiry requests. These requests will be processed by NCC. NFC recommends immediate submission of access requests so Agencies will not experience any delays once the new process begins.

Federal employees with questions concerning this change should contact their Servicing Personnel Office.

This section includes the following topics:

<b>TMGT Table 063, Department/Agency/Bureau Contact.....</b>	<b>73</b>
<b>Submission of Forms Through SPPS Web .....</b>	<b>73</b>



## TMGT Table 063, Department/Agency/Bureau Contact

This topic has been updated to state that Departments without Table Management System (TMGT) update authority must submit updates via ServiceNow.

TMGT Table 063, Department/Agency/Bureau Contact, lists the name and address of the individual authorized to submit an AD-343, AD-354 (Request for Information), or any written documentation used to process recertifications, quick service requests, limited payability, and actions involving special personnel.

Documents without authorized signatures are returned to the submitting Agency without being processed.

Any individual making telephone inquiries must also be named in Table 063. Information is given to authorized individuals only.

Employees of Departments with update authority can enter changes in TMGT. Departments without update authority must submit updates via [ServiceNow](https://nfcerp.servicenowservices.com/) <https://nfcerp.servicenowservices.com/>. Please attach a copy of the pre-filled screen print relating to the table information that requires updating.

For more information, see the TMGT procedure.

## Submission of Forms Through SPPS Web

This topic has been updated to include information on the new Attachment Tab in the Web-based Special Payments Processing System (SPPS Web).

All documentation must be submitted via the Attachment tab in SPPS Web (on the NFC Home page at [www.nfc.usda.gov](http://www.nfc.usda.gov)).







## Exhibits

This section includes the following topics:

<b>Form AD-343, Payroll Action Request (Exhibit 1) .....</b>	<b>76</b>
<b>Form AD-747, Child Care or Alimony Deductions (Exhibit 2) .....</b>	<b>77</b>
<b>Form AD-582, Authorization of Restored Leave Under P.L. 93-181 or P.L. 94-172 (Exhibit 3) .....</b>	<b>78</b>



## Form AD-343, Payroll Action Request (Exhibit 1)

PAYROLL ACTION REQUEST		2. ADJUSTMENT PERIOD (Inclusive)			
		FROM		TO	
1.	PERSONNEL OFFICE SEQUENTIAL REQUEST NUMBER	DATE	P/P	DATE	P/P
3.	<b>INSTRUCTIONS ON REVERSE OF AGENCY COPY PLEASE READ CAREFULLY</b>		4. FROM		
<b>U.S. DEPARTMENT OF AGRICULTURE NATIONAL FINANCE CENTER PO BOX 60000 NEW ORLEANS LA 70160</b>		AGENCY CODE		PERSONNEL OFFICE IDENTIFIER	
		AGENCY NAME AND MAILING ADDRESS		ACCT. STATION CODE	
		CITY		STATE	ZIP CODE
		5. EMPLOYEE'S T&A CONTACT POINT			
9. SOCIAL SECURITY NO.		10. EMPLOYEE'S NAME (Last, First, Middle Initial)		6. FLSA	
11. NATURE OF ACTION TO BE TAKEN		EXEMPT		NON-EXEMPT	
		7. RETIREMENT COVERAGE CODE			
13. EXPLANATION OF CIRCUMSTANCES WHICH REQUIRE THIS ACTION		8. TYPE EMPLOYMENT		IF YES	
		FULL-TIME		INTERMIT-TENT	REEMPLOYED ANNUITANT
15. ACCOUNTING DATA TO BE CHARGED AND/OR CREDITED		PART-TIME		ALTERNATE WORK SCHEDULE	
		12. TERMINATED		DATE TERMINATED	
16. ATTACHMENTS SUPPORTING OR AUTHORIZING THIS ACTION		NO		YES	
		CHECK MAILING ADDRESS OR DESIGNATED AGENT NUMBER			
17. PERSON TO BE CONTACTED FOR ADDITIONAL INFORMATION		TELEPHONE (Area Code and Number)			
		18. EMPLOYEE'S SIGNATURE AND DATE SIGNED (If Required)			
19. APPROVAL		AUTHORIZED OFFICIAL'S SIGNATURE AND TITLE		DATE APPROVED	

FORM AD-343 (USDA) (REV. 11/95)



Figure 1: Form AD-343, Payroll Action Request

## Form AD-747, Child Care or Alimony Deductions (Exhibit 2)

<b>CHILD CARE OR ALIMONY DEDUCTIONS</b>					
1 AGENCY CODE	2 EMPLOYING OFFICE	3 CASE NUMBER	4 SOCIAL SECURITY NUMBER	5 TRANSACTION CODE <small>1 = ADD 2 = CHANGE 3 = CANCEL</small>	6 EMPLOYEE NAME (Last, First, Middle Initial)
7 DUTY STATION			8 EMPLOYEE NOTIFICATION (Check One) <input type="checkbox"/> EMPLOYEE NOTIFIED IN PERSON OR BY CERTIFIED MAIL WITHIN 15 DAYS OF RECEIPT OF COURT ORDER. <input type="checkbox"/> EMPLOYEE NOTIFIED IN PERSON OR BY CERTIFIED MAIL OF ANY CHANGES.		
9 DEDUCTIONS      You are hereby directed to deduct the following in accordance with a court order on file in this office effective _____ →					9 PAY PERIOD      YEAR
A Court ordered pay period deduction					9a(1)
(1) Dollar amount					\$
(2) Percentage of applicable earnings					9A(2) %
(3) Not to exceed dollar amount per pay period					9A(3) \$
B Court Cost					9B(1)
(1) Total amount					\$
(2) Amount collectable per pay period					9B(2) \$
C Arrears					9C(1)
(1) Total amount					\$
(2) Amount collectable per pay period					9C(2) \$
(3) Percentage of applicable earnings per pay period					9C(3) %
(4) Not to exceed dollar amount per pay period					9C(4) \$
10 NAME AND ADDRESS OF COURT OFFICIAL OR RECIPIENT OF DEDUCTION					
NAME					
1ST LINE ADDRESS					
2ND LINE ADDRESS					
CITY		STATE	ZIP CODE		11 EMPLOYEE CASE NUMBER ASSIGNED BY COURT <small>(To appear on Check)</small>
12 REMARKS					
13 AUTHORIZATION					
SIGNATURE OF AUTHORIZED OFFICIAL				TITLE	DATE

**NOTE:** Request must be received at the National Finance Center no later than Monday of the week in which the pay period follows in order to be effective for a particular pay period. Later receipts will be processed the following pay period.

FORM AD-747 (USDA) (REV. 10/92)



## Form AD-582, Authorization of Restored Leave Under P.L. 93-181 or P.L. 94-172 (Exhibit 3)

FORM AD-582 (5-78)		UNITED STATES DEPARTMENT OF AGRICULTURE													
AUTHORIZATION FOR RESTORED ANNUAL LEAVE UNDER P.L. 93-181 OR P.L. 94-172															
1. NAME (Last - First - Middle)		2. AGENCY CODE	3. EMPLOYING OFFICE CODE												
4. TOTAL AMOUNT OF ANNUAL LEAVE RESTORED (Hours)		5. SOCIAL SECURITY NO.													
6. RESTORED ANNUAL LEAVE DUE TO (Circle Appropriate Code(s))		7. ACTION CODE (Insert X)													
<table><thead><tr><th></th><th>NO. OF HOURS</th></tr></thead><tbody><tr><td>PUBLIC EXIGENCY</td><td>1</td></tr><tr><td>SICKNESS</td><td>2</td></tr><tr><td>ADMINISTRATIVE ERROR</td><td>3</td></tr><tr><td>UNWARRANTED-UNJUSTIFIED PERSONNEL ACTION</td><td>4</td></tr><tr><td>BASED ON SF-1150</td><td>5</td></tr></tbody></table>			NO. OF HOURS	PUBLIC EXIGENCY	1	SICKNESS	2	ADMINISTRATIVE ERROR	3	UNWARRANTED-UNJUSTIFIED PERSONNEL ACTION	4	BASED ON SF-1150	5	1 -- NEW OR ADDITIONAL <input type="checkbox"/> 2 -- REPLACEMENT <input type="checkbox"/> 3 -- DELETE <input type="checkbox"/>	
	NO. OF HOURS														
PUBLIC EXIGENCY	1														
SICKNESS	2														
ADMINISTRATIVE ERROR	3														
UNWARRANTED-UNJUSTIFIED PERSONNEL ACTION	4														
BASED ON SF-1150	5														
8. LEAVE TO BE USED															
BEGINNING DATE		ENDING DATE													
9. SIGNATURE (Authorizing Official) AND TITLE		10. DATE APPROVED													



## Index

### A

Advances in Pay • 14

Agency Responsibilities • 22

Assignment to a Viatical Settlement Firm (VSF) • 65

Automatic Enrollment • 25

Awards • 59

### C

Child Care and Alimony • 9

Civilian Service Credit for Periods of Reemployment • 53

Collection of Taxes • 22

Commercial Garnishments • 10

Compensatory Time Payments for Fair Labor Standards Act (FLSA) Nonexempt Employees • 57

### D

Death Gratuity Payment • 61

Death in Service Prior to Retirement • 66

Death in Service Prior to Separation • 70

Deposits for Military Service Credit • 49

Dual Appointments • 7

### E

Employee Data Record (EDR) Request • 28

Employee Indebtedness • 37

Employees Assigned to Foreign Posts • 14

Employees Transferred to International Organizations • 21

Exhibits • 75

### F

FEDVIP and FSAFEDS Deductions and Refunds • 30

Form AD-343, Payroll Action Request (Exhibit 1) • 76

Form AD-582, Authorization of Restored Leave Under P.L. 93-181 or P.L. 94-172 (Exhibit 3) • 78

Form AD-747, Child Care or Alimony Deductions (Exhibit 2) • 77

### H

Hardship Cases • 17

Health Benefits • 29

Health Benefits/LWOP Indebtedness • 40

### I

Indebtedness to Other Agencies • 41

Inquiries • 71

Interest on Back Pay • 63



## L

Latest Update Information • 1

LBB Process • 44

Leave Buy Back (LBB) • 44

Life Insurance Premiums • 29

Living Benefits • 67

Lump Sum Payments • 55

## M

Mandatory FICA Coverage • 21

Manually Paid Employees • 7

Membership Dues • 30

Miscellaneous Adjustments • 19

## N

Newly Appointed Employees • 15

NFC Responsibilities • 23

## O

Office of Workers' Compensation Programs (OWCP)  
Cases • 43

Overview • 3

## P

Pre-Death Life Insurance Benefits • 65

Processing Instructions • 68

Processing Instructions (VSF) • 66

Processing of Benefits for Dual Appointments • 8

## R

Repayment Methods • 41

Repayment of Advanced Leave • 42

Repayment of Lump Sum Leave • 56

Restoration Cases • 35

Retirement • 66

Retirement Adjustment for Pre-Death Life Insurance  
Benefits • 70

Retirement Adjustments • 20

Returned and Erroneous Health Savings Account  
Deductions • 31

## S

Salary Overpayments • 39

Student Loan Repayment Program • 12

Submission of Forms Through SPPS Web • 73

## T

Thrift Savings Plan (TSP) • 24

TMGT Table 063, Department/Agency/Bureau Contact  
• 73

Transferring Health Benefits Enrollment • 43

Transportation Fringe and Bicycle Subsidy Benefits •  
33



Treasury Offset Program • 39

TSP Loan Updates (Federal Loans) • 29

## **U**

Uniformed Services Employment and Reemployment  
Rights Act (USERRA) • 27

## **V**

Verification of Information • 39

## **W**

Within-Range Increases (WRI) • 30